

**St Katharine's C of E (VC) Primary School
Savernake Forest
Marlborough
Wiltshire SN8 3BG**

13 January 2012

Dear Parent or Carer

ELECTION OF A PARENT GOVERNOR: NOMINATIONS

There is currently a vacancy for a parent governor to serve on the governing body of our school. We are keen to encourage parents (or people with parental responsibility) of registered pupils to nominate themselves to fill this place. Details of what you will need to do to nominate yourself are given on the reverse of this letter.

There are places for eleven governors on our governing body, of which four are reserved for parent governors. Parent governors are vital to our governing body. They share equally with other governors the responsibility for carrying out the governing body's wide range of responsibilities. Governors do not run the school on a day to day basis, as their role is at the strategic or policy-making level in the school. You do not have to be an expert on education to be a school governor, your role would be as a typical parent bringing a parent's perspective to the running of the governing body and the school. We value the experience that all governors bring to the role, though currently we would especially welcome any parent with financial or business skills. More details are set out in the attached paper "The purpose of a Governor - What does being a Governor at St Katharine's involve?"

If you join our governing body, you will serve for a four year term and you can continue to the end of the term of office even if your child/children leave the school. Being a governor does take up time. There are normally five governing body meetings each year, and governors usually serve on one or more committees which also normally meet five times a year. You will need to set aside time to be able to be an effective governor: time to prepare for meetings, for visiting the school, undertaking training and updating.

To find out more about what being a governor at our school is like, please contact the school office initially, and you will be put in touch with a governor who will be very willing to answer any questions.

If you would like to take the opportunity to put yourself forward as a candidate, you may do so only on an official form, so please complete and return the attached sheet to the School office by 12 noon on Friday 3 February 2012. If nominations are received from two or more parents or carers, it will be necessary for there to be an election and you will be informed about the arrangements.

Yours sincerely

Peter Holland
Chair of Governors

Who can be a parent governor?

All those who have parental responsibility and are over the age of 18 are eligible to stand for election, including parents who work at the school provided that they work for less than 500 hours per year when they are elected.

"Parent" is defined as including "any individual who has or has had parental responsibility for, or cares or has cared for, a child or young person under the age of 18". It includes a person who the child lives with and who looks after the child, irrespective of what their relationship is with the child. This must be someone involved in the full-time care of the child on a settled basis.

There are some circumstances that disqualify an individual from serving as a school governor - please read the attached list of disqualifications.

How to nominate yourself

If you would like to put your name forward, complete the nomination form and write a brief personal statement (50 words maximum) to support your nomination. If more than one nomination is received so that there has to be an election, the statements of all candidates will be typed in a standard format and circulated to all parents and carers with ballot papers.

- If only one nomination is received, that candidate will be elected unopposed.
- If there are more than one nomination, an election will take place.

NOMINATION FORM

Election for a parent governor for St Katharine's C of E (VC) Primary School

Name:

.....

Address:

.....

Children in Year(s):

.....

Why I would like to be a parent governor:

I have read the list of disqualifications overleaf and am willing and eligible to stand for election as a parent governor at St Katharine's C of E (VC) Primary School

Full name:

Signed:

.....

Date:

QUALIFICATIONS AND DISQUALIFICATIONS

Schedule 6 of the Constitution Regulations covers the qualifications and disqualifications of governors.

A governor must be aged 18 or over at the time of his or her election or appointment and cannot be a registered pupil at the school. A person cannot hold more than one governorship at the same school.

A person is disqualified from holding or from continuing to hold office as a governor or associate member if he or she:

- is detained under the Mental Health Act 1983 during his or her period of office;
- fails to attend the governing body meetings - without the consent of the governing body - for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to *ex officio* governors);
- is subject to a bankruptcy restriction order or an interim order;
- has had his or her estate sequestered and the sequestration order has not been discharged, annulled or reduced;
- is subject to:
 - i) a disqualification order or disqualification undertaking under the Company Directors Act 1986
 - ii) a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
 - iii) a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
 - iv) an order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order)
- has been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of any body;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children;
- is disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002;
- is disqualified from registration for childminding or providing day care;
- is disqualified from registration under Part 3 of the Childcare Act 2006;
- has received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor;
- has received a prison sentence of two-and-a-half years or more in the 20 years before becoming a governor;
- has at any time received a prison sentence of five years or more;
- has been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor;
- refuses to allow an application to the Criminal Records Bureau for a criminal records certificate.