



Dear Parents

### **Nominations for parent governors**

The governing body of your school has one vacancy for a parent governor and is looking for parents who are interested in this role and who have children at the school. The term 'parent' relates to any person who has 'parental responsibility' as defined by the Section 576 of the Education Act 1996. If you have any queries about your eligibility as a parent, please contact the headteacher for further advice.

In accordance with the School Governance (Constitution) (England) Regulations 2007, an elected member of the Local Authority (LA) and school staff who are paid to work at the school for more than 500 hours in a school year are **not** eligible for election or appointment as parent governors. However, they can vote in parent governor elections if they are parents of children attending the school and staff can be governors at another school.

Governing bodies are responsible for a wide range of matters which come under three main headings: Strategic Direction; Support Monitoring and Evaluation; and Ensuring Accountability. Duties include management of the school budget, school effectiveness, preparation for Ofsted inspection and involvement in a variety of personnel and pupil issues. In your role as a school governor, you will be supported in these duties by other experienced members of the governing body, the headteacher, clerk to the governors and the LA.

The governing body works together as a group, meeting at least three times per year. If you are thinking of standing as a governor, remember that you will need to attend a minimum of three meetings a year, plus committee meetings during each term. As a governor, you will normally hold office for a period of four years, even if your child leaves the school during this time. You can, however, resign from the governing body at any time.

*Parents from ethnic minorities and with disabilities are generally under-represented on school governing bodies in the County. The school would like to encourage nominations from under-represented groups in our community.*

All new and re-appointed school governors are required to undergo a check against the children's barred list to ensure that they are not barred from undertaking this regulated activity, and complete a declaration of eligibility form-

If you would like to be nominated as a parent governor, you need to:

- (a) Check that you are eligible by reading the enclosed eligibility criteria.
- (b) Once you are satisfied that you are eligible to become a governor please complete the nomination form.
- (c) Ask two other parents or carers from different families, who also have children at the school, to each sign one of the boxes 1 and 2 (one to propose, one to second your nomination);
- (d) If you wish, you could include a statement, **up to 80 words**, about yourself and why you would like to become a governor. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election. All words over 80 will be deleted and not used in the election process.
- (e) Each nomination must be received at the school by 10.00 am on Friday 10<sup>th</sup> February. It should be sealed in an envelope marked 'Nomination for Parent Governor' and may be delivered by hand, sent with your child, or by post to the school. The onus is on you to ensure that the nomination form is put in the box either by personal delivery or by sending it with your child. A sealed ballot box will be available in the school for hand deliveries, details of its location will be found on a notice in the entrance to the school.

Your nomination should be acknowledged by the headteacher within two working days of the closing date. If you do not receive this acknowledgement, please contact the school.

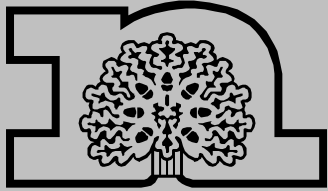
An election will be held if more nominations are received than the number of vacancies. For the purpose of the election, ballot papers will be sent to all parents or carers with children at the school, together with any details that you and other nominees have provided. This procedure will be explained to you by the headteacher should an election be necessary.

If you have any further queries about the role of parent governor, please contact the headteacher of the school, other members of the school governing body or governor services at your local area base (Meadow House telephone number 01623 433356 or Home Brewery Building telephone number 0115 8546057).

Yours sincerely

Headteacher





Nottinghamshire  
County Council

# Qualifications and disqualifications

## (Schedule 6 of the Constitution Regulations)

A governor must be aged 18 or over at the time of their 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 their 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:
  - a disqualification order or disqualification undertaking under the Company Directors Act 1986
  - a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
  - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
  - an order made under section 492(2)(b) of the Insolvency Act 1986 (failure to pay under 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 2.5 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.