

BHU/JWA

9 January 2012

Dear Parent/Carer

RE: ELECTION OF PARENT GOVERNOR

There is one vacancy for a **parent** governor on the college's Governing Body. If you would like to stand for election please read the enclosed information sheet – *Could you become a Parent Governor? (PG1(b))*- and complete and return the attached nomination form to the reception by **12.00 noon** on Monday 30 January 2012 . Another **parent** of a child at the school must sign the form in support of your nomination.

If you are successfully elected/appointed to become a parent governor you will be required to undergo a List 99 pre-appointment check prior to your appointment being confirmed. You may also be requested to undertake a CRB check.

From 1 September 2003 pre-appointment checks will be made on all volunteers who seek appointment to school governor positions. The DCSF has reaffirmed that any new, re-appointed or serving governor whose activities or actions provide 'cause for concern' can be asked to apply to the CRB for a Standard Disclosure.

Check that you are eligible by reading the enclosed Declaration of Eligibility Form.

The Declaration of Eligibility form requires two signatures from yourself, one in Section A and one in Section B. By signing the form you will have agreed that you have read the declaration and have agreed to a List 99 check. Section C is for verifying proof of identity. Only the reasons stated on the eligibility form determine your suitability to become a governor. Minor offences, not listed on the eligibility form, may not necessarily affect your eligibility to become a school governor.

The Clerk will confirm new appointments once this check has been completed and send out welcome packs to new governors.

Please give brief details about yourself (**not more than 100 words**) on the nomination form. If an election is needed these details will be copied and sent to the other parents at the school with the ballot papers on Tuesday 31 January 2012. (**Please note that the 100 word limit will be strictly enforced and that any words in excess of 100 will be deleted**).

If the number of nominations is the same as or smaller than the number of positions to be filled, then the people nominated will be deemed elected unopposed. If there are not

enough nominations, the Governing Body has the power to appoint parent governors to fill the vacancies.

Only parents of children registered at the school are entitled to stand or vote in the election. Each parent will be sent one ballot paper regardless of how many children they have at the school, and each parent will have **one vote per vacancy**. The ballot will be secret and you will be notified of the result as soon as possible afterwards.

The Governing Body works together as a group. 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 the term. Typically, the commitment is 6/8 meetings per year and they are held on Monday evenings from approximately 6.30 to 9pm. The Governing Body sets the term of office for all governors and the start date of the appointment will be from the date of election. If you are elected you may serve out your term of office even if your child leaves the school before your term of office finishes. You can, however, resign from the Governing Body at any time.

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

- a) check that you are eligible by reading the enclosed Declaration of Eligibility Form and sign the declaration;
- b) complete the nomination form enclosed;
- c) have your nomination seconded by a parent who is eligible to vote in the election;
- d) include a few details about yourself and why you would like to become a governor, **not** exceeding 100 words (on the Nomination Form);
- e) each nomination must be received at the school by **12.00 noon on Monday 30 January 2012**

It may be delivered by hand, sent with your child, or by first class post, and should be sealed in an envelope marked 'Nomination for Parent Governor'. A sealed ballot box will be available at reception for hand deliveries.

If you have any questions about whether or not you are eligible to stand or vote in the election or about anything else contained within this letter, please do not hesitate to contact me.

Yours sincerely

Mr B Hunter

Principal

INFORMATION SHEET

COULD YOU BECOME A PARENT GOVERNOR?

A Parent Governor believes parents should have a say in matters affecting their children's education and has:

- ❖ An interest in all our children's future
- ❖ A desire to make a difference
- ❖ A willingness to accept responsibility
- ❖ An ability to work in a team and is happy to ask questions, listen and learn

and will:

- ❖ Visit and get to know the school and the people in it
- ❖ Work in partnership with the Head teacher to raise standards

A parent governor is a representative not a parent delegate. A parent governor does not have to vote in a particular way because they have been asked to do so by parents. Parent governors represent and are elected by other parents.

Parent Governors:

- ❖ help to decide the priorities for improving the school
- ❖ will listen as well as they can to parents' opinions and take account of them as they contribute to governors' decisions
- ❖ work co-operatively with other governors in the best interest of the school
- ❖ attend the meetings of the Governing Body and its Committees
- ❖ promote the interest of the school in the wider community
- ❖ have an equal right to participate and to state their views whilst respecting the views of others
- ❖ are loyal to the decisions made by the Governing Body
- ❖ respect the confidentiality of those items of business that have been designated as confidential and do not disclose what individuals have said or how they have voted
- ❖ withdraw from a decision from which he or she or a partner or close relative stands to gain or where he or she is too involved to be objective
- ❖ have regard to the broader responsibilities as a governor of a public institution in regard to promoting a public accountability for the actions and performance of the Governing Body
- ❖ participate in training



Declaration of Eligibility to Serve as a School Governor

The School Governance (Constitution) (England) Regulations 2003 state the eligibility criteria for school governors; (Schedule 6).

In order to serve as a governor you **MUST**:

- ❖ be aged 18 or over (at date of election or appointment)

(Age limit does not apply to an associate member of the Governing Body)

You **MUST NOT**:

- ❖ Be an un-discharged bankrupt
- ❖ Have a mental disorder and are liable to be detained under the Mental Health Act 1983
- ❖ Have in the previous 5 years (or since becoming a governor) been sentenced to 3 months or more in prison (whether this was suspended or not) without the option of a fine (in the UK or elsewhere*)
- ❖ Be a person who has at any time been convicted of any offence and has had passed on him a sentence of imprisonment for a period of not less than five years;
- ❖ Have within the last 20 years, been convicted (in the UK or elsewhere*) and received a prison sentence (whether suspended or not) of 2½ years or more
- ❖ Have been convicted and fined within the last 5 years under Section 547 of the Education Act 1996 (nuisance and disturbance on education premises) of an offence which took place on educational premises and/or LEA facilities provided under Section 508 of the Act (for example, Outdoor Education Centers)
- ❖ Have been disqualified within the past 12 months for failing to attend Governing Body meetings for a continuous period of 6 months without the consent of the Governing Body ('meetings' refers to full Governing Body meetings and not to Committee meetings)
- ❖ Have been adjudged bankrupt or have made an arrangement with creditors which has not yet been discharged
- ❖ The Education Company Directors Disqualification Act 1986: Amendments to Disqualification Provisions (England) Regs 2004:

(a) A disqualification order or disqualification undertaking the Company Directors Disqualification Act 1986

(b) A disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989

(c) A disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or

(d) An order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).

(e) As of 28 January 2005, this exclusion has been extended to people who have given a disqualification 'undertaking' not to act as a company director. These amendments close a loophole created by changes made to the Company Directors Disqualification Act 1986 by the Insolvency Act 2000 and the Insolvency Act 2000 (Company Directors Disqualification Undertakings) Order 2004

- ❖ Have been removed from a charity trusteeship by the Charity Commission or High Court on the grounds of misconduct or mismanagement, or under Section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 from being concerned in the management or control of any body
 - ❖ Be included on the DCSF's List 99 which prohibits or restricts teachers or other people from working with children or young people
 - ❖ Refuse to an application being made to the Criminal Records Bureau for a criminal records certificate
 - ❖ Have been disqualified by the Secretary of State from being the proprietor of an independent school or teacher or other employee in any school
 - ❖ Have been disqualified from being a teacher or other employee in any type of school
 - ❖ Be the Clerk to your own Governing Body
 - ❖ Already hold a governorship in the same school.
- * Criminal convictions are exempt if the conviction was by a court not in the UK and the facts giving rise to the conviction would not have constituted an offence in the UK.

The exact rules for these cases are described in the Education (School Government England) Regulations 1999, Regulation 15 and Schedule 5. Please contact Governor Support if you remain uncertain about your eligibility.

WOULD YOU PLEASE CONFIRM THAT YOU ARE AWARE OF THE CIRCUMSTANCES FOR DISQUALIFICATION BY SIGNING THE DECLARATION BELOW. THIS FORM SHOULD BE RETURNED TO THE CLERK ONCE PROOF OF IDENTITY HAS BEEN VERIFIED AT THE FIRST MEETING AND SECTION C HAS BEEN COMPLETED BY THE HEAD/CLERK. THE CLERK SHOULD THEN RETURN THE COMPLETED FORM TO: GOVERNOR SUPPORT SECTION, JOHN HADFIELD HOUSE, DALE ROAD, MATLOCK, DERBYSHIRE DE4 3RD BY SCHOOL INTERNAL MAIL.

PLEASE NOTE: This form must be completed in addition to undertaking a List 99 check prior to confirmation of appointment. A CRB check will be required for 'cause for concern' applicants.

Section A

Having read and understood the disqualification criteria as listed, I declare that I am not disqualified from serving on a school Governing Body. If I become disqualified I will give notice of the fact to the Clerk of the Governing Body.

Signed: Date:

TITLE: (Ms/Miss/Mrs/Mr)

.....

NAME:
(Block Caps)

HOME ADDRESS:

.....

DATE OF BIRTH:

SCHOOL:

CATEGORY OF GOVERNOR Parent.....

(i.e., Parent, Community)

DATE OF APPOINTMENT:

Section B

List 99 / CRB Agreement:

(Signature of Applicant)

Section C

Proof of Identity

*(e.g. Driving Licence / Passport / Utility Bill /
Bankers Card)*

Counter Signed:

**(Principal / Clerk to Governors)*

*** Two Required:**

(*Please Indicate Nature of Proof Seen)

ELECTION OF PARENT GOVERNOR(S)

NOMINATION FORM

SCHOOL: Hope Valley College

NAME:.....

(Mr/Mrs/Miss/Ms)

ADDRESS:

.....

.....

I have a child at the school and hereby nominate myself for election as a parent governor of the school. I understand that if elected I will have to undergo a pre-appointment check. A personal statement (**100 words maximum**) for inclusion in the voting paper is given overleaf.

SIGNED:

SECONDED* BY: NAME:

(Mr/Mrs/Miss/Ms)

ADDRESS:

.....

.....

SIGNATURE:

***The seconder must be a parent of a pupil at the school.**

PERSONAL STATEMENT:

(100 words maximum - any words in excess of 100 will be deleted)

Your completed nomination form must be returned to the school reception by:

Date: Monday 30 January 2012

Time: 12 noon