



15th November 2024

Dear Parent/Carer

Election of Parent Governors

I am writing to invite you to consider standing for election as a parent governor for this school as we currently have one parent governor vacancy. This document has been circulated electronically to majority of our school families using Forms. If you wish to nominate another parent to apply for the Parent Governor Vacancy please encourage them to do so via the electronic return. Paper copies may be submitted by prospective candidates via the School Office. Please only use this option where you are unable to access the electronic Nomination form

Every Local Authority maintained school has a Governing Board, which includes a number of categories of governor including parent governors. Parent governors are elected to serve for a period of 4 years though they may resign at any time.

Together with the Headteacher, the Governing Board's has overall responsibility for the running of the school. Amongst many duties governors are involved in agreeing school policies, approving and monitoring the school's budget and appointing senior staff.

The governing board has three core functions:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent. (Governance Handbook)

No special qualifications are needed, the most important thing is to have a keen interest in the school and be prepared to give time to play an active part in the Governing Board's work. To support governors in their role full training is provided at no cost to the individual.

At Sussex Road we have two parent governors who serve for a term of office of four years. The full Governing Board normally meets 6 times throughout each academic year, usually in school at 1.30pm. In addition, there is one Committee covering Finance Resources and Personnel which hold monitoring meetings each term. As Governors are required to attend meetings and monitoring during the school day they will be required to undergo a DBS check to be completed upon appointment.

If you would like to stand for election, please complete the attached form and return it to me within 10 working days, i.e., by **29th November 2024**

You may wish to propose another parent and if so, please ensure that they are aware of your intentions; please also ensure that they sign the nomination form by way of confirmation.

Each person standing for election is invited to provide with their nomination, a short personal statement (a maximum and **strictly no more than 250 words**). The statement could include biographical information, your reasons for wanting to be a parent governor, your skills and the contribution you believe you could make to the Governing Board.

If only one nomination is received the nominee will automatically be elected as a parent governor, subject to a satisfactory DBS check; if there is more one nomination, a ballot will be held using a third-party online platform On-line voting.

I do hope you will consider standing as a governor or perhaps nominating another parent/carer (please ensure they are aware of your intentions; you should also obtain their signature on the nomination form).

If you would like more information about being a school governor, please contact a member of our governing body or myself for more information via the school office.

Yours sincerely

Mrs A D'Alton
Returning Officer



Election of Parent Governors Nomination Form

- Please return this form to the school by **3.30 pm on 29th November 2024**
- Further nomination forms can be obtained from the school office.
- In certain circumstances a person is disqualified from holding or continuing to hold office as a school governor, an indicative list is attached.
- A DBS check must be commenced within 21 days of election.
- The term of office for the successful candidate runs from date of completion of election process.

Sussex Road CP School

Please enter in complete in BLOCK CAPITALS

(You must be the parent/carer of a child registered in the school)

Name of Proposed Governor _____

Address of Proposed Governors _____

Signature of Proposed Governor _____

I confirm that I am willing to stand as a candidate for election and that I am not disqualified from holding office for any of the reasons set out in The School Governance (Constitution) (England) Regulations 2012 or The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2017

Parent/Carer of (name of child/ren _____ **Class** _____

We ask nominees include a statement of strictly no more than 250 words to support your application. In the event that there are more nominations than vacant positions, your statement will be sent to all parents of children at the school and/or may be placed on the school website (the term "parent" includes guardians, foster parents and any person who has actual custody of a child registered at the school)

Maximum 250 words

Indicative School Governance Qualifications and Disqualifications for Parent Governors

General

- A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when the person is a registered pupil at the school.
- A person is disqualified from being elected or appointed as a governor unless the person is aged 18 or over.
- Save as otherwise provided in these Regulations, the fact that a person is qualified to be elected or appointed as a governor of a particular category at a school does not disqualify the person from election or appointment or from continuing as a governor of any other category at that school, but no person may at any time hold the office of more than one governor of the same school.
- Any person who is disqualified from holding office as a governor of a school under this Schedule is likewise disqualified from holding or continuing to hold office as an associate member of the governing Board

Disqualification criteria for categories of governor

A person is disqualified from election or appointment as a parent governor of a school if the person —

- is an elected member of the local authority; or
- is paid to work at the school for more than 500 hours in any twelve consecutive months.

A person is not disqualified from continuing to hold office as a parent governor because they cease to be a parent of a registered pupil at the school or to fulfil any of the requirements set out in paragraphs 10 and 11 of Schedule 1 (as the case may be).

Failure to attend meetings

This paragraph applies to every governor, other than governors who are governors by virtue of the office that they hold.

A governor who, without the consent of the governing board, has failed to attend their meetings for a continuous period of six months beginning with the date of the first meeting the governor fails to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school.

A foundation governor, authority governor, co-opted governor or partnership governor who has been disqualified as a governor of a school is not qualified for election, nomination or appointment as a governor of any category at that school for twelve months starting on the date on which they are so disqualified.

Bankruptcy

A person is disqualified from holding or continuing to hold office as a governor of a school if—

- the person's estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
- the person is the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order.

Disqualification of company directors

A person is disqualified from holding, or from continuing to hold, office as a governor of a school at any time when the person is subject to—

- a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986(c)
- a disqualification order under the Company Directors Disqualification (Northern Ireland) Order 2002(d)
- a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002; or
- an order made under section 429(2)(b) of the Insolvency Act 1986(e) (failure to pay under county court administration order).

Disqualification of charity trustees

A person is disqualified from holding or from continuing to hold office as a governor of a school if—

- the person has been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which person was responsible or to which they were privy, or to which they contributed or which were facilitated by the person's conduct; or
- the person has been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005(f), from being concerned in the management or control of any body.

Disqualification of elected parent governors who have been removed from office

A person is disqualified from holding or continuing to hold office as a governor of a school until the date immediately after the fifth anniversary of the date of their removal as an elected parent governor under these Regulations.

Persons whose employment is prohibited or restricted

A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when the person is—

- included in the list kept under section 1 of the Protection of Children Act 1999(a) (list of those considered by the Secretary of State as unsuitable to work with children);
- subject to a direction of the Secretary of State under section 142 of EA 2002(b) (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction)
- barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006(c)
- disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000(d)
- disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010(e) for child minding or providing day care; or
- disqualified from registration under Part 3 of the Childcare Act 2006(f).

[Criminal convictions](#)

A person is disqualified from holding, or continuing to hold, office as a governor of a school where any of the following apply to the person.

- If within the period of five years ending with the date immediately preceding the date of appointment or election as governor would otherwise have taken effect or, as the case may be, on which they would otherwise have become a governor by virtue of an office, or since their appointment or election as governor, they have been convicted, whether in the United Kingdom or elsewhere, of any offence and a sentence of imprisonment (whether suspended or not) has been imposed on the person for a period of not less than three months without the option of a fine.
- If within the period of 20 years ending with the date immediately preceding the date of appointment or election as governor would otherwise have taken effect, they have been convicted of any offence and a sentence of imprisonment has been imposed for a period of not less than two and a half years.
- If a person who has at any time been convicted as aforesaid of any offence and a sentence of imprisonment has been imposed on the person for a period of not less than five years.

For the purposes of sub-paragraphs above, any conviction by or before a court outside the United Kingdom of an offence which, if the facts giving rise to the offence had taken place in any part of the United Kingdom, would not have constituted an offence under the law in force in that part of the United Kingdom will be disregarded.

- If within the period of five years ending with the date immediately preceding the date on which the appointment or election as governor would otherwise have taken effect, or since their appointment or election as governor, they have been convicted under section 547 of EA 1996(a) (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992(b) (nuisance or disturbance on educational premises) of an offence and has been sentenced to a fine.

[Refusal to make an application for a criminal records certificate](#)

A person is disqualified from holding or continuing to hold office as a governor at any time when the person refuses a request by the clerk to the governing board to make an application under section 113B of the Police Act 1997(c) for a criminal records certificate.