



Kirk Smeaton Church of England
Primary School
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Headteacher: Mrs H Cuddy

28.3.19

Dear Parent

ELECTION OF PARENT GOVERNOR AND APPOINTMENT OF CO-OPTED GOVERNORS

Our governing body is an important part of our school. Volunteering as a governor is a great way to contribute to your local community and use your skills and experience to improve the lives of the children at our school.

The governing body, when it is complete, is made up of twelve governors. We currently have a vacancy for one parent governor and two co-opted governors. Parent governors are appointed by election whilst co-opted governors are appointed directly by the governing body (please see attached sheet for more information on the co-opted posts) and can be a parent.

The election for a parent governor is needed as the term of one of our current governors has ended. Lorna Thornley has indicated that she will be putting herself forward for re-election, but we welcome parents to apply.

The term “parent” includes anyone who has custody of a child registered at the school, as well as “natural” parents. If more than one person applies and a ballot is needed, parents can stand for election and vote in secret in the election.

As well as parents, the governing body is made up of a governor nominated by the Local Authority (the County Council), school staff, the headteacher and governors appointed by the rest of the governing body (co-opted governors). In voluntary controlled and aided schools there are also foundation governors. Parent Governors have a four year term of office and continue to serve even if their child(ren) leaves the school during this period.

What Do Governors Do?

The governors’ work affects most aspects of the school’s work.

Once appointed or elected, all governors must operate in the best interest of pupils, not as representatives to lobby on behalf of their constituency. Their task is to govern the school. This means focusing on the core functions of providing strategic leadership, holding the headteacher to account and making sure the school’s money is well spent. This is a demanding task for which all governors need to have, or develop, relevant and appropriate skills.

The governors, together as a body, have a range of legal responsibilities, so being a governor is an important commitment and new governors should be willing to attend training to help them learn what is entailed.

Do Parent Governors have Special Responsibilities?

No. Parent Governors do not have “extra” duties. All governors are equally responsible and discharge their responsibilities as a body, not individually. The Parent Governors speak as parents: they can’t speak for all parents.

Are there any restrictions which could disqualify parents from becoming Parent Governors?

Yes, but they are unlikely to apply to most parents considering becoming a parent governor. The restrictions are contained in the School Governance (Constitution) (England) Regulations 2012, regulation 16 and subsequent amendment Regulations. A copy of these is attached as a Self Declaration form. Parents putting themselves forward for election will be required to sign this form and return it with a nomination form. If any of the restrictions apply you should not proceed with your nomination as a governor. Also, you are disqualified from election or appointment as a parent governor if you are an elected member of the local authority (- or if you are paid to work at the school for more than 500 hours in any twelve month period commencing on 1 August and finishing on 31 July).

Governors are subject to enhanced DBS checks and the elected parent will be provided, by the school with the requisite form to complete and take to the headteacher along with proof of identity (as detailed in the list of Valid Identity Documents). The headteacher will then pass the completed form to the DBS Unit at County Hall for checking and forwarding to the DBS, Liverpool. The term of office of the successful candidate (s) will only commence once a clear enhanced DBS Disclosure has been received by the school. It is recommended that you discuss this with me if you have any concerns over issues which may be highlighted by the Enhanced DBS as they may not exclude you from acting as a Parent Governor.

How are Parent Governors Elected?

Parent Governors must be people (aged at least 18) who have a child(ren) at the school when they are elected. Parents can nominate themselves using the form attached to this letter. Each form must be signed by the candidate. Candidates can also make a short statement about themselves. Please return the form to me as quickly as possible before the closing date.

If more nominations are received than there are places to fill, there will be a secret ballot and I will send to each parent, ballot forms (1 per parent) and envelopes for their return. The form explains how votes may be cast.

If the number of nominations received is the same as the number of places to be filled, then those people will be declared elected. If there are fewer, those nominated will be declared elected and it will be for the governing body to fill any remaining vacancy by appointing a parent governor.

The rules for the election are written down in Procedures set by the Local Authority, and these can be inspected at the school.

Result of the Election

The names of those elected will be displayed at the school for at least seven days and will be included in the next edition of the school prospectus or placed on the school website. Anyone with any query about the election is invited to contact the school.

Yours sincerely

H Cuddy
Headteacher and Returning Officer

THE CLOSING DATE FOR NOMINATION IS FRIDAY 12th APRIL AT 3.30PM

**NORTH YORKSHIRE COUNTY COUNCIL
ELECTION OF PARENT GOVERNORS
Nomination Paper**

Name of School: Kirk Smeaton C of E Primary School
No. of Parent Governors to be elected: 1
Please read the Notes below before completing the form
<u>CANDIDATE</u>
(Name and Address)
Signed:

Statement in Support of Election

School:

Name: Age (s) of child (ren).....

Experience and/or interests relevant to serving as a Governor :

Signed: Date:.....

A parent can stand for election and vote in the election, if he or she has a child registered at the school on the date of the election*.

A CANDIDATE **must** be eligible to vote in the election i.e. be a parent of a pupil(s) on the school roll;
must sign, and return with this nomination paper, form Self Declaration 1 to indicate eligibility to stand for election under the School Governance (Constitution) (England) Regulations 2003, Schedule 6;
must indicate whether they wish to have their address shown on the ballot paper.

THIS FORM MUST BE RETURNED TO THE HEADTEACHER IN A SEALED ENVELOPE MARKED "CONFIDENTIAL – PG NOMINATION".

Self Declaration form

I declare that I am not disqualified from serving as a school governor (or an Associate Member) in accordance with the following criteria:

- **I am** not a registered pupil at the school (this does not apply to Associate Members);
 - **I am** aged 18 or over at the date of election or appointment (this does not apply to Associate Members);
 - **I do not** work at the school for more than 500 hours in a school year (this applies to Parent Governors only);
 - **I do not** already hold a governorship of the same school;
 - **I am not** an elected member of the local authority (this applies to Parent, Staff & Community Governors only);
 - **I am not** the subject of a bankruptcy restrictions order or an interim order or a debt relief restrictions order or an interim debt relief restrictions order.
- **I have not** had my estate sequestrated (temporarily repossessed) with the sequestration having not been discharged, annulled or reduced;
 - **I am not subject to:**
 - a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986;
 - an order made under section 429 (2)(b) of the Insolvency Act 1986 (failure to pay under a county court administration order);
 - 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.
 - **I have not** been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement or, under section 34 of the Charities and Trustee Investment Act (Scotland) Act 2005 (a) from being concerned in the management or control of anybody;
 - **I am not**
 - Included in the list kept under section 1 of the Protection of Children Act 1999 as amended (list of those considered by the Secretary of State as unsuitable to work with children);
 - disqualified from working with children or subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);
 - disqualified from registering for child-minding or providing day care;
 - disqualified from registration under Part 3 of the Childcare Act 2006;
 - Disqualified from working with children under sections 28, 29 or 29a of the Criminal Justice and Court Services Act 2000;
 - **I have not**, in the five years prior to becoming a governor, or since becoming a governor, received a sentence of imprisonment, suspended or otherwise, for a period of three months or more without the option of a fine;
 - **I have not**, in the twenty years prior to becoming a governor received a sentence of imprisonment for a period of two and a half years or more;
 - **I have not**, at any time, received a prison sentence of 5 years or more;
 - **I have not** been fined, in the five years prior to becoming a governor or since appointment or election as a governor, for causing a nuisance or disturbance on education premises;
 - **I have not** been disqualified for non-attendance as an LA, foundation (other than ex officio foundation governor), community governor, co-opted governor, or sponsor governor in the past 12 months at this School;
 - **When requested** by the clerk to the governing body I do not refuse an application being made under section 113A of the Police Act 1997 for a criminal records certificate.

I confirm it is my understanding that should any of the above statements change I will inform the Clerk to Governors immediately of my resignation. I further understand that my personal details will be checked with the Criminal Records Bureau.

I am applying to be a governor at:

.....School

Full Name (Block capitals please):

.....

Signature:.....Date:.....

If you have any questions about your eligibility to become or remain a governor you may, in complete confidence, contact Rose Walker, Strategic Support Services, County Hall, Northallerton, DL7 8AE. Tel: 01609 532936.

e-mail:Rose.Walker@northyorks.gov.

