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Primary School  
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Headteacher: Mrs H Cuddy

Wednesday 14<sup>th</sup> September 2022

Dear Parent

## **ELECTION OF PARENT 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 eight governors. We currently have a vacancy for two parent governors.

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.

### Could you strengthen the governing body team?

As part of our governor succession planning, we are particularly keen to encourage to stand for election anyone who has (or is keen to develop their) leadership skills and who has flexibility to spend some time in school during the school day. If you are interested but would like to understand better how you could do this and fit it around your own work and other commitments, please do speak to our Chair of Governors, Rebecca Rawson, or any of our other Governors.

### Who can 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.

### 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 THURSDAY 6<sup>th</sup> OCTOBER 22**

**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: 2
<b>Please read the Notes below before completing the form</b>
<b><u>CANDIDATE</u></b>
(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):

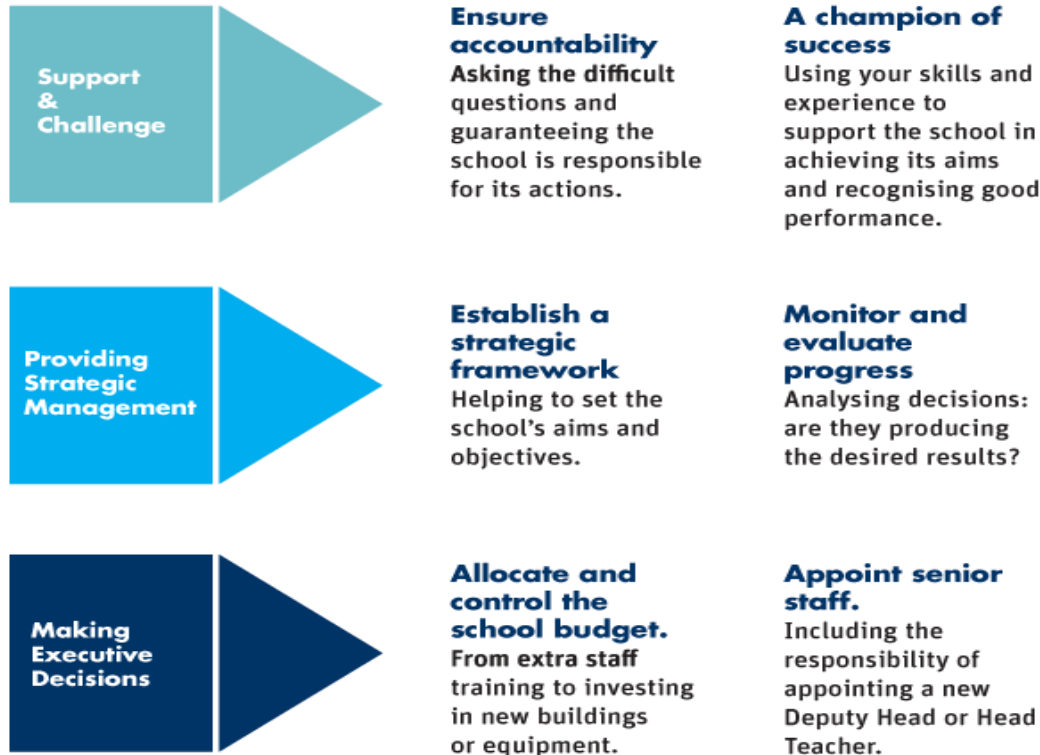
.....

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

## What do Governors do?

Before you decide to nominate someone, or indeed stand yourself, you may want to know a bit more about what is involved. Governors need not be experts in the field of education. What they do need is an interest in the school and in the welfare of our children and the time and willingness to get involved.

Governors do not manage a school day-to-day, but are required to oversee its long-term development. This is a demanding task for which all governors need to have, or develop, relevant and appropriate skills. Ultimately, all governor responsibilities come back to this task and can be split into three core roles:



(Extract from <https://www.sgoss.org.uk/volunteers/volunteer-role.html>)

All governors are expected to be able to read straightforward budget reports and data on school standards but both formal and informal training is available to help governors with these and other aspects of the governing role. You will not be charged for this training.

Responsibility for actions and decisions lies with the governing body as a whole and not with individual members.

### What is the likely time commitment?

SGOSS, a charity set up to help recruit governors for schools, states that the average time commitment is 10-15 hours per term. This includes meetings, background reading and school visits.

Our governing body meets once each month for a total of 9 meetings (no meetings in August and either July or September depending on term dates). There are Three full governing body meetings each year. The other meetings are committee meetings.

All governors are expected to attend all meetings (committee and full), particularly during their first 12 months in office. If you would like to know more, please speak to the chair of governors, Rebecca Rawson.

We recognise that governors may have work or other commitments which may make attendance in person sometimes difficult and attendance by telephone can be arranged for most meetings. However, governors do ideally need to be able to visit during the school day at least twice per academic year e.g. for monitoring visits.

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

Parent Governors have a four year term of office and can continue to serve even if their child(ren) leaves the school during this period.