



7<sup>th</sup> March 2018

Dear Parents and Carers,

## Invitation to become a Parent Governor

Monks Orchard Primary School's Governing Body is made up of volunteers and school staff. The governing body is the school's accountable body. The Governing Body are strategic decision makers and vision setters in the school, and working together with the Headteacher and Senior Leadership Team (SLT), are fundamental to a school's success.

There is currently a vacancy for a parent governor. Anyone with parental responsibility of a registered pupil at the school at the time of election is eligible to stand as a parent governor so please consider nominating yourself or someone else for the position.

Governors are the strategic leaders of our school and have a vital role to play in driving up school and pupil performance and ensuring that resources are used well to give every child the best possible education. This is done by building a thorough knowledge of the school and its community and by ensuring accountability and compliance. Governors have a strong focus on three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff.
- Overseeing the financial performance of the school and making sure its money is well spent.

Becoming a governor is very rewarding and worthwhile experience. To be effective, governors do not need educational expertise, but do need to have an interest in the school, in the welfare of our children and the time and willingness to get involved. They need the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to offer appropriate challenge and support and to make connections between different types of information.

Governors are asked to act with integrity, honesty and objectivity and act at all times in the best interests of the school. It is important to note that once elected, parent governors are a representative parent but not a delegate. This means they are to provide a perspective view during discussion and not expected to report back to parents on any matters relating to the school or governing body without prior consent from the governing body.

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As a governor, it would be expected that you:

- Attend monthly meetings of the full governing body (usually 7-9pm)
- Sit on at least one sub-committee as required/preferred
- Visit the school formally or informally for monitoring purposes
- Commit to take advantage of the opportunities to access training or development to develop and enhance your knowledge and skills

The Governing Body are keen to have governors from all walks of life, from different ethnic groups and all age groups over 18 years old. Very few people cannot be governors. Included with this letter is a Declaration of Eligibility Form which has a list of statements that can prevent someone from becoming a school governor if applicable.

If you would like to stand for election as a parent governor, or if you would like to nominate someone else, please complete the relevant section on the nomination form enclosed. If you wish to nominate someone else, you will need first need to check that they have a child at this school and that they are willing to be a school governor.

Each person standing for election must prepare a short personal statement stating why they wish to stand for election. These statements will be circulated to parents with the ballot papers. Each person will also need to sign the declarations, as we are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

Nomination forms, personal statements and signed declarations of eligibility must reach me by **15:30 on Friday, 16 March 2018**. Any nominations received after this date and time will not be considered. If more than one nomination is received a ballot will be arranged.

The appointment is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check. Therefore, if successful, you will be required to allow an application to the DBS for an enhanced DBS check.

I look forward to hearing from you soon.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Guy Fairbairn', with a long horizontal line extending to the right.

Guy Fairbairn  
Headteacher

## Parent Governor Declaration of Eligibility

I declare that I am not disqualified from serving as a school parent governor and that:

- I am aged 18 or over and not a registered pupil at the school.
- I am not an elected member of the local authority.
- I am not paid to work at the school for more than 500 hours in any consecutive 12-month period.
- I do not already hold a governorship of the same school.
- I am not the subject of a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief restriction order or an interim debt relief restriction order.
- I have not had my estate sequestrated and the sequestration order has not been discharged, annulled or reduced.
- I am not subject to a disqualification order or a disqualification undertaking under either the Company Directors Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002, or a disqualification order under the Companies (Northern Ireland) Order 2002.
- I am not subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
- I have not been removed from the office of trustee for a charity: by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity, for which I was responsible or to which I was privy, or to which my conduct contributed to or facilitated; or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned in the management or control of any body.
- I have not been removed from office as an elected governor within the last five years.
- I am not included in the list of people considered by the Secretary of State as unsuitable to work with children or young people.
- I have not been subject to a direction of the Secretary of State under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008.
- I am not barred from any regulated activity relating to children.
- I have not been disqualified from working with children or from registration for childminding or providing day care.
- I am not disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- I have not received a sentence of imprisonment (whether suspended or not) in the UK or elsewhere, for a period greater than three months (without the option of a fine) in the five years ending with the date preceding the date of appointment / election as a governor or since becoming a governor. \*
- I have not received a prison sentence of 2.5 years or more in the 20 years ending with the date preceding the date of appointment / election as a governor. \*
- I have not at any time received a prison sentence of five years or more. \*
- I have not been convicted and / or fined for causing a nuisance or disturbance on school or educational premises during the five years ending with the date immediately preceding appointment / election or since appointment or election as a governor.
- I understand that I will be disqualified from holding or continuing to hold office if I do not make an application to the Disclosure and Barring Service for a criminal records certificate within 21 days of appointment and if I do not provide to the Chair of the Board a criminal records certificate at an enhanced disclosure level.
- I understand that if in the opinion of either the Chair or the Principal / Head Teacher the certificate discloses any information which would confirm my unsuitability to work with children that I will be disqualified.

Signed:.....Print  
Name:.....Date:.....

**Please Note:** A satisfactory enhanced Disclosure and Barring Service (DBS) check will be required.

\*any conviction by or before a court outside the UK, of an offence which under UK law would not have constituted an offence will be disregarded.

# ELECTION OF PARENT GOVERNOR

## NOMINATION FORM

To nominate yourself please complete Part A.

To nominate someone else complete Part B yourself and ask them to complete Part C.

### Part A

I wish to stand for election as Parent Governor.  
My child attends this school.

Signed .....

Date .....

### Part B

I wish to nominate ..... for election as parent governor.

Signed .....

### Part C

I am prepared to stand for election as parent governor.  
I have a child at this school

Signed .....

Date .....

This form should be returned to the Head Teacher with a short personal statement from the person standing for election.