



Our Ref: SG/FS

April 2018

To: All Parents of Pupils Registered at Oldbury Wells School

Dear Parent

Notice about Parent Governor Election Arrangements/ Request for Nominations

(The term ‘parent’, in relation to any child or young person, includes any person who has parental responsibility for or care for the child or young person).

We have two vacancies for parent governors to join Oldbury Wells’ Local Governing Body (LGB) and I am writing to invite nominations to fill these vacancies. Please think about becoming a governor, or encouraging others to volunteer.

Parent governors are welcomed as valued members of the team and play a vital role in ensuring the governing body is aware of the views of parents and the local community; the governing body works together as a group, meeting at least once every term. Life as a governor is interesting and varied and we feel sure that there are parents prepared to take on this important role and give their time and commitment to helping us to continue to improve the school's performance.

The Local Governing Body's main tasks are:

- to hold the Headteacher to account for the educational performance of the school and its pupils, scrutinising the quality of education and ensuring statutory compliance as a school
- to recommend to the Trust Board the priorities for improving the school and its strategic direction
- to receive key performance indicators and confirmed targets from the Trust Board and ensure that development planning is in line with them.
- to work in partnership with the Headteacher and senior leadership team, providing ‘critical friend’ support
- to work co-operatively with other governors to raise standards and improve outcomes for all children

With this in mind, we are keen to recruit parents who have experience in and can contribute skills from working with young people or within the caring professions, adult education or Governance itself. This is *not* a ‘PTA’ role and *not* about individual pupil/parent perspectives, the LGB takes account of all students equally.

Training and support will be available to help you develop into the role. This will include in-house mentoring and support as well as access to external governor training; those new to being a governor are expected to attend induction training.

The timescale for this election is as follows:-

- a) Nominations on Form PG1 to be returned to school by the end of the school day on Friday, 27 April 2018.
- b) Ballot papers (if an election is needed) will be distributed on Friday, 4 May 2018.
- c) Voting closes at the end of the school day on Friday, 11 May 2018.
- d) Votes will be counted and the result announced on Monday, 14 May 2018.

// continued overleaf

I should be pleased to receive nominations for the two vacancies on the slip provided and in accordance with the following notes:-

- Only parents who will have children registered at the school on Friday, 11 May 2018 are eligible to stand for election or make a nomination (the other eligibility rules, which should be read carefully, are printed on the attached sheet).
- Candidates may nominate themselves.
- Candidates are entitled and encouraged to submit a brief personal statement (not more than 100 words) outlining why they would like to be a member of the Oldbury Wells Local Governing Body and the contribution they believe they can make. This will be circulated to all parents to help inform their voting decision should a ballot become necessary.
- Each parent may submit a nomination for each of the vacancies to be filled. Nominations and statements, where made, must be returned to me by Friday, 27 April 2018 at the latest. Any received after this date cannot be included in the election.
- Candidates must sign the form to indicate their willingness to stand.
- The term of office of a parent governor is 4 years from the date of appointment. Parent governors are not disqualified if their children leave the school before the end of this four-year period.
- A secret ballot will only become necessary if more than two nominations are received for these two vacancies.

Please note that, for the protection of children, all governor appointments are subject to an identity and DBS check.

Should you have any questions regarding the role, please contact me at head@oldburywells.com

Yours sincerely



Headteacher

Headteacher
Mrs Sarah Godden BA MEd
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DISQUALIFICATION RULES

A person is disqualified from appointment, election or holding office as a governor (NB. - not from making a nomination) if:

- he/she is an elected Member of the Local Authority;
- he/she is 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.
- he/she is under the age of 18 years;
- he/she is already a governor at the same school;
- he/she is detained under the Mental Health Act 1983(a);
- he/she has been adjudged bankrupt or sequestration of his estate has been awarded and he/she has not been discharged and the bankruptcy order has not been annulled or rescinded;
- he/she has made a composition or arrangement with, or granted a trust deed for, his creditors and has not been discharged in respect of it;
- he/she is subject to a disqualification order under either the Company Directors Disqualification Act 1986(a), or Part 2 of the Companies (Northern Ireland) Order 1989, or Company Directors Disqualification (Northern Ireland) Order 2002 or to an order made under section 429(2)(b) of the Insolvency Act 1986(b) (failure to pay under county court administration order);
- he/she has been removed as a trustee of a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he/she was responsible or to which he was privy, or to which he contributed to or which he facilitated by his conduct;
- he/she has been removed under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990(c) (powers of Court Session to deal with management of charities), from being concerned in the management or control of any body;
- he/she is included in the list of teachers and workers with children or young persons whose employment is prohibited or restricted under Section 1 of the Protection of Children Act 1999;
- he/she is subject to a direction of the Secretary of State under section 142 of the 2002 Act;
- he/she is disqualified from working with children under sections 28 and 29 of the Criminal Justice and Court Services Act 2000;
- he/she is disqualified from being the proprietor of any independent school or from being a teacher or other employee in any school;
- he/she has, within a period of five years ending with the date immediately preceding the date on which his/her appointment or election as a governor would have taken effect or since his/her appointment or election as a governor he/she has been convicted, whether in the UK or elsewhere, of any offence and has had passed on him/her a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine;
- he/she has, within a period of 20 years ending with the date immediately preceding the date on which his appointment or election as a governor would have taken effect he/she has been convicted of any offence and has had passed on him/her a sentence of imprisonment for a period of not less than two and a half years;
- if at any time he has been convicted of an offence and has had passed on him a sentence of imprisonment for a period of not less than five years;
- he/she has, within a period of five years ending with the date immediately preceding the date on which his/her appointment or election as a governor would have taken effect or since his/her appointment as a governor he/she has been convicted of an offence which took place on the premises of a school maintained by a local education authority or under Section 85A of the Further and Higher Education Act 1992, and has been sentenced to a fine.
- he/she is disqualified from holding office as a governor when he refuses a request by the Clerk to the Governing Body to make an application to the Disclosure and Barring Service (DBS).

All new or re-appointed/elected governors are now required to confirm that they do not fall foul of the disqualification rules as listed and provide proof of their identity to the Headteacher. This is arranged once the election has taken place.



Please return to Mrs Sarah Godden, Headteacher, Oldbury Wells School by **Friday, 27 April 2018** at the latest.

I wish to nominate:

<u>Nomination</u>	<u>Full Name</u>	<u>Address</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

for election as a Parent Governor.

To be signed by the nominee(s) and nominator if different.

*(delete as appropriate)

Signed: _____
(Nominator if you are not nominating yourself)

Signed: _____
(Nominee ie the person standing as parent governor)

Date: _____

A brief personal statement written by the candidate(s) is/are attached/not provided.*

Headteacher
Mrs Sarah Godden BA MEd
E head@oldburywells.com



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