20 October 2021

Dear Parent/Carer,

**PARENT GOVERNOR ELECTION**

I am writing to you to invite you to stand for election as a parent governor, or nominate another parent to do so. In our school we have provision for 3 parent governors and there are currently 2 vacancies.

The governing body, with the headteacher, has overall responsibility for the running of the school. Governing bodies have 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
* Overseeing the financial performance of the school and making sure its money is well spent.

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing body’s work. Training is available for all governors and this governing body has an expectation that those new to being a governor attend free induction and continue relevant training.

The enclosed sheet summarises the circumstances under which someone cannot serve as a governor. In addition, parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in these elections. Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election please complete the enclosed nomination form and return it to the school no later than Friday 5 November. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted, but if you are nominating another parent please seek their prior consent.

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Yours faithfully,

Returning Officer

**PARENT GOVERNOR NOMINATION FORM**

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election:

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Signature of person nominated |  |
| Signature of proposer (if different to nominee) |  |
| Name and address of proposer(if different to nominee) |  |

Personal Statement (maximum 250 words)

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|  |

I wish to submit my nomination for the election of parent governor

I confirm that (i) I am willing to stand as a candidate for election as a parent governor and (ii) I am not disqualified from holding office for any of the reasons set out in the School Governance Regulations.

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

Completed nomination forms must be returned to info@brentknollschool.co.ukby **Friday 5 November.**

There are some circumstances which may affect your eligibility to become a school governor or to remain a governor.

A person is disqualified from holding or continuing to hold office as a governor of a school if, in summary, that person:

* is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions order; debt relief restrictions order; an interim debt relief restrictions order; or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced;
* is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986; a disqualification order under the Companies (Northern Ireland) Order 2002; 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 (failure to pay under county court administration order)
* has 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, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body.
* has been removed from office as an elected governor within the last five years.
* is included in the list of people considered by the Secretary of State as unsuitable to work with children or young people
* is barred from any regulated activity relating to children.
* is 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.
* is disqualified from working with children or from registering for child-minding or providing day care.
* is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State.
* subject to certain exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (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.
* subject to certain exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of two and a half years or more in the 20 years ending with the date preceding the date of appointment/election as a governor.
* subject to certain exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more.
* has been convicted and 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.
* refuses a request by the clerk to make an application to the Disclosure And Barring Service for a criminal records certificate.