



18th September 2023

Dear Parent/Carer

Election of Parent Governor at The Ridge Primary School

We have a vacancy on our governing board following the resignation of one of our parent governors so I am writing to seek nominations of people willing to stand for election. In our school we have provision for three parent governors and there is currently one vacancy.

The governing board, with the headteacher, has overall responsibility for the running of the school. Governing boards 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. However, we would particularly welcome nominations from parents with the following skills

- Experience of building management or
- HR experience

Training is available for all governors and this governing board has an expectation that those new to being a governor attend free induction training. If you wish to find out more about the role of the governors, please speak to Mrs. Hudson.

How to nominate someone to stand for election

Any parent with a pupil at the school may stand as a candidate for election as a Parent Governor so long as none of the disqualifications listed on the reverse of this letter apply. Each candidate must first sign a form agreeing to his/her nomination. Forms are available from the school office. For each candidate the name, address and signature of a proposer and seconder is required, both of whom must have pupils at the school. No person may sign more than two nomination papers.

Candidates should submit a short personal statement, in about 150 words, which will be circulated to parents if a ballot is necessary. This statement should cover the skills and experience required by the governing body as detailed above and a commitment to undertake training to acquire or develop the skills to be an effective governor. If you are an existing governor seeking re-election you may include details of your contribution to the work of the governing body during your previous term of office and how you plan to contribute to the future work of the governing body.

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You may nominate yourself for the vacancy, but will still require a proposer and seconder, one of whom may be your spouse/partner.

Parent Governors will be elected for four years and do not cease to hold office when their child leaves the school, though they may wish to do so. You may nominate up to two parents for appointment to the Governing Body.

Nomination forms should be completed and returned to the school by your child. You may, if you wish, post the form to the school, but it must be with the Headteacher by 12 noon on **Friday 29th September 2023**.

The Election

If the number of candidates exceeds the number of spaces on the Governing Body there will need to be an election. If this happens, you will be sent a ballot paper during week commencing Monday 2nd October.

If you would like more information about Governors' Meetings, or the eligibility of Parents to stand for election and vote, please contact the Headteacher in the first instance.

Yours sincerely

A handwritten signature in purple ink, which appears to read 'D Attwood', is written over a horizontal purple line.

Headteacher



Our School Needs Governors

Are you interested in making a positive contribution to children's education?

- If so, then becoming a parent governor could be just the opportunity you are looking for.
- You don't need to be an expert in educational issues to become a school governor.
- The most important contributions you can offer are time, enthusiasm and skills you use in everyday life.
- As a school governor, you will have the opportunity to contribute ideas and influence decisions.
- On appointment it is expected that you will attend training in your role and responsibilities as a governor as well as child protection. A full range of additional training courses will be available to you to help you in your role.
- The Local Authority offers a helpline where you can get advice and support during office hours

By becoming a school governor, you will have an opportunity:

- To work as part of a team
- To play a vital part in raising standards
- To help ensure that every child at the school reaches their full potential
- To make an important contribution to your local community
- To apply and extend your skills and knowledge.

How much time is involved?

- School governors are the largest volunteer group in this country. Approximately 1% of the adult population are serving as governors.
- You will need to be able to give time to your role as a school governor, which can at times be quite demanding but also extremely rewarding for you.
- You will need to be able to attend meetings, usually in the evening, and set aside time to prepare for meetings and read up on relevant issues.
- School governors usually attend one or two full governing body meetings each term together with perhaps one or two committee meetings each term.
- You may, as a school governor, be invited to be involved in an activity during the day.

Quotation from previous parent governor

"School is a big part of my child's life and, through being a governor, I now have a better understanding of the education system and the issues facing the school".



Qualifications and Disqualifications to Serve as a School Governor

A governor must be aged 18 or over at the time of his/her election or appointment and cannot hold more than one governorship at the same school.

A person is disqualified from holding or continuing to hold office as a governor or associate member if he or she:

- is the subject of a bankruptcy restriction order or an interim order, a debt relief restrictions order, an interim debt relief restrictions order;
- has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced;
- is subject to:
 - a disqualification order or disqualification undertaking under the Company Directors Act 1986
 - a disqualification order under the Companies Directors Disqualification (Northern Ireland) Order 2002
 - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
 - an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a county court administration order);
- has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on the grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned in the management or control of
- any body;
- 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 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;
- has been sentenced to three months or more in prison (without the option of a fine) in the five
- years before becoming a governor or since becoming a governor;
- has received a prison sentence of 2 years or more in the 20 years before becoming a governor;
- has at any time received a prison sentence of 5 years or more;
- has been fined for causing a nuisance or disturbance on school premises during the five years
- prior to or since appointment or election as a governor;



- is employed at the school for more than 500 hours per academic year if wishing to stand for parent governor at the same school;
- is an elected member of the Local Authority (applies to parent governors only);
- has refused a request by the clerk to make an application to the Disclosure and Barring Service for a criminal records certificate.
- has been disqualified from holding office as a governor of this school due to failure to attend governing body meetings for a continuous period of six months
- has been removed from office as an elected Governor within the last five years.

