



Colkirk C of E Primary Academy, Little Snoring Community Primary Academy, Sculthorpe C of E Primary Academy & West Raynham C of E Primary Academy



Executive Headteacher: Mr Christopher J Allen

Have Faith - Flourish - Fly High



15th May 2019

Dear Parent/Carer

Election of Parent Governor at Little Snoring Community Primary Academy

The local governing body is responsible for both the conduct of the school and for promoting high standards. The local governing body carries out its role by setting the vision for the school and then ensuring that the school works efficiently and effectively towards achieving its vision. It does this by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school, and by ensuring accountability and compliance. The local governing body of our school is made up of parent governors, Trust Appointed governors and a staff governor.

A vacancy has arisen for a parent governor on our local governing body. The local governing body is asking you to nominate someone with parental responsibility for a child at the school. If it receives more than one nomination, then a ballot will be held. Parent governors are elected by the parents or guardians of children attending the Academy. All parents or guardians of children attending the Academy are entitled to propose or second candidates and vote. Nomination papers for this purpose can be obtained at the Academy from the head teacher.

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. The skills you have can be very useful to the local governing body. At the moment the governing body is lacking governors who have expertise in **community links, finance and health and safety (but we are happy to consider any other skills too!)**. If you are someone with the required experience, would you consider applying? Governors also need what are known as 'soft skills' – 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 question, and to make connections between different types of information. All governors are expected to be able to read straightforward budget reports and data on school standards.

Our local governing body expects governors to

- attend 4-6 termly meetings of the full governing body
- sit on a committee and attend the meetings which are usually 1-2 a term
- visit the school formally for monitoring purposes at least once a term
- visit the school informally at least 2-3 times a year
- commit to attend training courses

In return, our governing body commits to

- provide you with a structured induction
- provide access to quality training via DNEAT, Norfolk Governance and Leadership Service, and the Diocese of Norwich
- provide you with an experienced governor as mentor

If you would like to find out more about how you can contribute to governance at our school, please email me with your contact details and I will pass on your details to the chair who will then arrange a time for a conversation.

The completed nomination papers must be returned to the above Academy by:

Thursday 6th June 2019 (12pm)

If the number of nominations received is equal to the number of vacancies there will be no need to hold a ballot. If a ballot is necessary, it will be by "postal" ballot and your child will be asked to deliver and return your voting (ballot) paper. One ballot paper per parent or guardian is allowed, irrespective of how many of your children attend the Academy. Ballot papers must be returned in sealed envelopes to the Academy no later than:



Thursday 20th June 2019 (12pm)

which will be the "date of the election".

More information is given in the notes attached and you are advised to read them carefully before taking part in the election.

Thank you for your interest, and involvement in this important process. If you have any queries regarding this election, please contact me.

Yours sincerely

A handwritten signature in blue ink that reads "C. J. Allen".

Executive Head teacher

NOTES FOR PARENTS TAKING PART IN PARENT GOVERNOR ELECTIONS

There will be no need to hold an election (i.e. no ballot will be needed) if the number of nominations received are equal to, or less than, the number of vacancies.

The composition of the local governing body detailing the number of parent governors is set out in the Scheme of Delegation.

After reconstitution a parent governor will have a term of office of four years.

Under the 2012 School Governance Regulations, a person is disqualified from election or appointment as a parent governor of an academy if they are an elected member of the LA (a County Councillor) or if they work at the Academy for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in a school year (at the time of election or appointment).

Any governor may resign at any time during their period of office.

A parent governor does not have to resign when his/her child leaves the academy, but is able to complete his/her term of office.

Parents standing as candidates in the election may not propose or second themselves.

Each parent/guardian shall be entitled to return one ballot paper irrespective of the number of children in the family attending the academy.

Each parent/guardian shall be entitled to vote for as many candidates as there are vacancies in the election. No arrangement shall be made for proxy voting.

Each ballot paper must be returned by the date and time fixed by the head teacher, in a sealed envelope, addressed to the head teacher of the academy, indicating it contains a ballot paper and bearing no other mark. Any ballot papers received that are not in sealed envelopes will be invalid. The ballot papers will remain unopened in a secure place until the count commences.

All candidates or their representatives will be invited to attend the counting of the ballot papers.

A notice of the result of the election will be posted on the academy notice board for a period of 14 days from the "date of the election". During this period any candidate, proposer or seconder of a candidate, or any ten parents may object to the result of the election.



Little Snoring Community Primary Academy

NOMINATION PAPER FOR ELECTION OF PARENT GOVERNOR

PLEASE NOTE: Sections A, B and C must be completed. The candidate nominated and those proposing and seconding must be parents (or those with parental responsibility) entitled to vote in the election. Candidates may not propose or second themselves. Please use BLOCK CAPITALS to complete this form.

SECTION A: To be completed by the candidate

Full name and address of candidate (parent nominated for election): _____

Email address: _____

Parent of (name of pupil): _____

I agree to being nominated for election as a Parent Governor of the above named DNEAT Academy.

Signature of candidate: _____ Date: _____

Please note that space is provided overleaf for the candidate to write brief biographical details of NOT MORE THAN 250 words to go out with the ballot papers. Excess words will be deleted.

SECTION B: To be completed by the proposer (who must be a parent with children at the above named DNEAT Academy)

I (full name and address) _____



Propose (name) _____

Signature of proposer _____ Date: _____

SECTION C: to be completed by the seconders (who must be a parent with children at the above named DNEAT Academy)

Full name and address of first seconder: _____

Signature of first seconder: _____ Date: _____

Full name and address of second seconder: _____

Signature of second seconder: _____ Date: _____



GROUNDS FOR DISQUALIFICATION

General grounds

- Registered pupils cannot be governors.
- A governor must be aged 18 or over at the time of election or appointment.
- A person cannot hold more than one governor post at the same school at the same time.

Grounds that apply to particular categories of governor

- A person is disqualified from being a parent governor if they are an elected member of the LA or paid to work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in any consecutive twelve month period (at the time of election or appointment).

Grounds that arise because of particular failings or actions on the part of the governor

- A person is disqualified from being a governor of a particular school if they have failed to attend the meetings of the governing body of that school for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing body. This does not apply to the headteacher.
- A person is disqualified from holding or continuing to hold office if that person:
 - is the subject of a bankruptcy restrictions order or an interim 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 Part 2 of the Companies (Northern Ireland) Order 1989, a disqualification undertaking 17 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 charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body
 - is included in the list of teachers or workers 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 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
 - 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 two years or more in the 20 years before becoming a governor
 - has at any time received a prison sentence of five 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
 - refuses a request by the clerk to make an application to the Disclosure and Barring Service for a criminal records certificate.

Anyone proposed or serving as a governor who is disqualified for one of these reasons must notify the clerk to the local governing body.



NOMINATED CANDIDATE'S STATEMENT

This will be included with the ballot papers should an election be required.

Please state briefly why you wish to be a parent governor of this DNEAT Academy. You may wish to detail any skills and experience you have that you feel might be relevant.

250 words maximum – excess words will be deleted.

Statement of _____

Candidate for Parent Governor at _____
