



## Old Park Primary School

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Headteacher Ms Mandie Haywood

**TO:** All Parents of Children Registered  
At Old Park Primary School

9<sup>th</sup> June 2017

Dear Parent

### NOTICE OF PARENT GOVERNOR ELECTION AND REQUEST FOR NOMINATIONS

I am writing to invite parents, guardians and carers of registered pupils to put their names forward for election to serve as parent governors of this school. There is 1 vacancy. The term of office of the elected candidates will start on 14<sup>th</sup> July 2017 and will last for 4 years.

Please read the notes on the back of this letter and if, after doing so, you would like to put your name forward as a candidate please complete the Candidate Nomination Form (Form 2) and the Disqualification Declaration Form (Form 3) and return them to me by Friday 16<sup>th</sup> June 2017. It may be that you would wish to propose another parent to serve as a parent governor. Please note that in this case the parent in question should complete the nomination form after you have discussed the possibility.

Candidates need to submit a personal statement in support of their nomination, not more than 500 words giving:

- **Evidence of skills and experience the governing body desires**
- **And / or their commitment to undertake training to acquire or develop skills to be an effective governor**
- **If seeking re-election details of their contribution to the work of the GB during previous term of office.**
- **How they plan to contribute to the future work of the GB**

They may not indicate that they are endorsed or supported by any particular group.

Only parents who now have and will have children registered at the school on 16<sup>th</sup> June 2017 and 14<sup>th</sup> July 2017 are eligible to stand for election.

If it is necessary for there to be an election I will provide further details of the arrangements.

Yours sincerely

Headteacher

**Enclosures:**            **Candidate Nomination Form (Form 2)**  
                                 **Disqualification Declaration Form (Form 3)**

## Notes:

Telford & Wrekin Council is committed to equal opportunities and positively welcomes nominations from all sections of the community irrespective of race, colour, gender, sexuality or disability. All persons wishing to be considered as school governors must be committed to the Council's Equal Opportunities Policies.

'Parent' includes anyone who is not a parent but who has parental responsibility for, or who has the care of, a pupil at the school. For maintained nursery schools only, this includes parents of any children for whom any service is provided at the maintained nursery school.

A person is disqualified from election or appointment as a parent governor of a school if s/he is: -

- an elected member of Telford & Wrekin Council;
- paid to work at the school concerned for more than 500 hours in any twelve months period beginning 1 August and ending 31 July.
- disqualified from appointment as a governor because they fall into any of the categories in the Disqualification Declaration Form (Form 3).

A parent governor may serve out their term of office if his or her child leaves the school before the end of their term of office or commences work at the school.

There is a statutory requirement for elected candidates to satisfactorily complete DBS check before their appointment as a governor can be confirmed. These checks will take place after the election of the successful candidate(s) and will include an identity check and a check against the List99 of persons whose employment or voluntary work with children or young people is not prohibited or restricted. In addition any new, re-appointed or serving governor whose activities or actions give "cause for concern" will be required to apply to the Disclosure & Barring Service (DBS) for a 'Disclosure' of any criminal record.

## **Old Park Primary School Parent Governor Vacancy**

- Are you interested in improving education outcomes for all pupils, not only your own child/children?
- Do you have the enthusiasm and commitment to support and challenge the school to continually drive school improvement?
- Can you spare the time to attend up to 6 meetings per year on Friday afternoons and occasional daytime visits to school to work with staff and governors?

If so, would you consider standing for election as a Parent Governor?

We are seeking nominations to fill one parent governor vacancy from committed and proactive parents or carers who can challenge in a professional manner.

Governors at our school are expected to:-

- Maintain confidentiality at all times.
- Commit to regularly attending meetings (up to 6 full meetings per year).
- Undertake training as required by the governing body including statutory training required by the Government.
- Have a shared vision for driving forward school improvement to achieve the best education outcomes for all pupils.
- Be confident in asking challenging questions and providing thorough feedback to governors and senior leaders in relation to specific pieces of work they may undertake.
- Be able to identify the impact their involvement as a governor has on school improvement.

In return we will:-

- Provide quality training either through bespoke governor sessions, in-school training or Local Authority delivered courses.
- Provide individual support from the Chair or Vice-Chair of Governors, the Headteacher, Senior Leaders and other members of the Governing Body.
- Provide regular and comprehensive reports and data on pupil progress and performance.

The role may look daunting on paper, but we can assure you that being a committed and effective governor at Old Park Primary School is hugely rewarding and very enjoyable!

We have.....

- Fantastic and enthusiastic pupils with a thirst for knowledge.
- A team of inspiration leaders, teachers and support staff with a shared aim to deliver the best education to all pupils.
- A wonderful school site with excellent facilities and a broad range of inclusive opportunities available to all.

**Can you join us on our journey to becoming an outstanding school?**

Please see the attached information and nomination form.

*(Candidates for election will be asked to provide a short pen portrait for publication to all parents and carers outlining any relevant skills and experience and why they wish to be elected as a parent governor. Please contact school if you would like support to write a statement.)*

**Please return to the Headteacher at Old Park Primary School  
by 16<sup>th</sup> June 2017**

**CANDIDATE NOMINATION FORM - PARENT GOVERNOR ELECTION**

I wish to serve as a Parent Governor and be a candidate if an election is necessary.

A personal statement of not more than 500 words is enclosed.

**First name/s** \_\_\_\_\_

**Surname** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signed** \_\_\_\_\_



## TELFORD AND WREKIN LA SCHOOL GOVERNORS: DISQUALIFICATION DECLARATION FORM

Title [Mr / Mrs / Miss / Ms / Dr / Revd etc]:

All First Names:

Surname:

All Previous Name(s):

Address:

Post Code:

Email Address:

Telephone numbers: (home):

(work):

(mobile):

Date of birth:

School:

Category of Governor:

### To be completed by School/Academy

DBS Certificate No:

Date of Issue:

[Governors cannot be appointed/re-appointed without a DBS check]

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

- **I am not** a registered pupil of the same school;
- **I am** aged 18 or over at the date of this election or appointment;
- **I do not** already hold a governorship of the same school;
- (in relation to staff and parent governor elections or appointments only) **I have not** been disqualified from holding office as a staff or parent governor at the same school through failure to attend meetings without consent;
- **I have not** within the last twelve months been disqualified through failure to attend meetings without consent from election or appointment as a foundation governor (other than an ex-officio foundation governor), LA governor, community governor, partnership governor or sponsor governor at the same school;
- **I am not** the subject of a bankruptcy restrictions order or an interim order, and nor has my estate been sequestrated (temporarily repossessed) and the sequestration has not been discharged, annulled or reduced;
- **I am not** subject to:
  - (a) a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986;
  - (b) a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989;

(c) a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002; or

(d) 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 Commissioners or the High Court on the 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 I contributed or which I facilitated by my conduct or, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005
- **I have not** been removed from being concerned in the management or control of any body;
- **I am not** included in the list kept under section 1 of the Protection of Children Act 1999 of those persons considered by the Secretary of State as unsuitable to work with children;
- **I am not** subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction), prohibiting or restricting my employment as a teacher, other employee or worker with children in any school (ISA list);
- **I am not** disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000;
- **I am not** disqualified from registration under part 10A of the children Act 1989 for child minding or providing day care;
- **I am not** disqualified from registration under part 3 of the Childcare Act 2006;
- **I am not** disqualified from being the proprietor of or taking part in the management of any independent school;
- **I have not** been convicted, whether in the United Kingdom or \*elsewhere, of any offence and had passed upon me a sentence of imprisonment whether suspended or not:  
either,
  - in the five years prior to the date of this governorship for a period of not less than three months without the option of a fine or,
  - in the twenty years prior to the date of this governorship for a period of not less than two and a half years or,
  - at any time for a period of not less than five years.

(\*convictions by courts outside the United Kingdom for offences which would not have been an offence in any part of the United Kingdom can be disregarded).

- **I have not** been sentenced to a fine, in the five years prior to the date of this governorship, for causing a nuisance or disturbance on educational premises;
- **I am not** currently disqualified from holding or continuing to hold office as a governor by virtue of having refused a request by a clerk to a governing body to make an application under section 113 of the Police Act 1997 for a criminal records certificate. **Nor have I refused** such a request by the clerk to this governing body in relation to this governorship.
- **I understand that** I will be required to apply to the Disclosure & Barring Service (DBS for a disclosure of criminal records if any activities or actions provide “cause for concern”.
- **I also understand that** failure to:
  - submit a fully completed and signed declaration form;
  - provide appropriate identification;
  - consent to a List 99 check

will disqualify me from being elected or appointed or re-appointed as a governor.

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

New / Reappointment End Date: \_\_\_\_\_

