

**Four Elms Primary School**

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**2<sup>nd</sup> November 2023**

Dear Parent/Carer

## **Election of Parent Governors**

I am writing to you to invite you to stand for election as a parent on the local governing body for this school. There will be two parent governor places on the combined Seal and Four Elms Local Governing Body, with an election running at each school for **one** parent governor for each school.

The role of a parent governor is to support the governance of the trust, not be a representative for the parental community. No special qualifications are needed for this voluntary role, and the most important thing is to have a keen interest in the school and be prepared to play an active part in the local governing board's work.

Training is available for all local governors and the Trust has an expectation that local governors will undertake induction and safeguarding training as a minimum.

All local governors are required to have a DBS check completed upon appointment.

We are ideally looking for a candidate who can demonstrate:

- Commitment to improving education for all pupils
- Ability to work in a professional manner as part of a team and take collective responsibility for decisions
- Willingness to learn
- Commitment to the Trust's vision and ethos
- Basic literacy and numeracy skills
- Basic IT skills (i.e. word processing and email)
- Understanding and/or experience of governance

Additionally, the following would be desirable:

- Experience of being a board member in another sector or a governor/trustee in another school
  - Experience of chairing a board, governing body or committee
  - Experience of professional leadership
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The information sheet attached summarises the circumstances under which someone cannot serve as a local governor. Nominations must be from parents, or individuals exercising parental responsibility, of a child at the academy.

If you would like to stand for election please complete the nomination form **no later than Friday 17 November** by either:

Clicking on the link: [Nomination for parent governor](#)

or scanning the QR code:



Paper copies of the nomination forms are also available from the school office.

Please 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 the one vacancy an election will be held by secret ballot. If that is necessary, details of the ballot procedure and voting arrangements will be sent to all parents together with the statements of all candidates who have been nominated.

If you would like more information about being a school governor, please contact the Trust's Governance Professional, Mrs Jude Johnson, or myself for more information via the school office.

Yours sincerely

Head of School

### **Important information and disqualification criteria for Local Governors**

Parent governors of the Local Governing Body must be a parent, or an individual exercising parental responsibility, of a registered pupil at one or more of the Academies overseen by the Local Governing Body at the time they are elected or appointed. To be eligible to serve as a local governor you must be aged 18 or over at the date of your appointment or election.

The term of office for a local governor is 4 years, but you can resign at time in writing to the clerk. All governors are required to comply with a request from the school for an Enhanced DBS and Section 128 check.

You will be expected to attend all scheduled LGB meetings; there will approximately 6 meetings per year, with additional monitoring visits as agreed by the LGB. If you cannot attend, you must send your apologies and the LGB are required to either accept or decline those apologies. If a governor fails to attend their meetings for a continuous period of six months beginning with the date of the first such meeting the governor fails to attend, they are, on the expiry of that period, disqualified from continuing to hold office as a local governor of that academy. The Board of Directors can remove a local governor from office should they have due reason. All members of the Local Governing Body are required to abide by the Trust's Code of Conduct.

The Local Governing Body is delegated responsibilities via the "Scheme of Delegation" which can be found on the Trust website. The Scheme of Delegation is reviewed annually by the Trust Board and may be amended by the Directors from time to time. Further information about the role of the Local Governing Body can be found in the Scheme of Delegation or by emailing the Governance Professional via the school office.

**Please consider the following disqualifications before submitting your nomination:**

### **Disqualification of members of the LGB**

#### Bankruptcy

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

- Their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
- They are the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order.

#### Disqualification of company directors

A person is disqualified from holding, or from continuing to hold, office as a governor of a school at any time when they are subject to:

- A disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986;
- A disqualification order under the Company Directors Disqualification (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).

#### Disqualification of charity trustees

A person is disqualified from holding, or from continuing to hold, office as a governor of a school if they have:

- Been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or the High Court on the grounds of misconduct or mismanagement
- Been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body.

#### Persons whose employment is prohibited or restricted

A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when they are:

- Included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people;
- Barred from any regulated activity relating to children;
- Disqualified from working with children or from registering for childminding or providing day care;
- Disqualified from being an independent school proprietor, teacher or employee by the Secretary of State.

#### Criminal convictions

A person is disqualified from holding or continuing to hold office as a governor if they have:

- 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
- Received a prison sentence of two years or more in the 20 years before becoming a governor
- At any time received a prison sentence of five years or more
- 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

#### Incapacity

A person shall cease to hold office if they become incapable by reason of illness or injury of managing or administering their own affairs.

### **Refusal to make an application for a Disclosure and Barring Service check**

A person is disqualified from holding or continuing to hold office as a governor if they refuse a request by the clerk to the governing body to make an application to the Disclosure and Barring Service (DBS) for a DBS certificate.