



Dear parent or carer,

TWO NEW PARENT GOVERNORS NEEDED

What's happening?

I am writing to let you know that we need two new parent governors for Brookfield. I would like to invite anyone who is interested to stand for election as a parent governor, or to nominate another parent to do so. In our school we have provision for four parent governors and there are currently two vacancies.

What is the governing body? What is the commitment?

While it all sounds formal and quite serious, the governing body, with the headteacher, is simply the group that 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.

There are governor meetings once every half term (usually in the evening from 6-8pm) and if you join a committee that involves another half-termly meeting.

What qualifications are needed? None!

No special qualifications are needed - the most important thing is to have a keen interest in our school and be prepared to play an active part in the governing body's work. However, we would particularly welcome people who represent the wonderful diversity of Brookfield families and people with an understanding of special educational needs. Training is available for all governors and this governing body has an expectation that those new to being a governor attend free induction training.

Who can stand? Almost anyone

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.

I am interested but I want to know more

If you are interested in the role but have some questions, Rachel Hermer, governor, is happy to answer your questions. She will be in the music room after drop off on Wednesday 25th and Friday 27th September.

I want to be a parent governor - what do I do?

If you would like to stand for election please complete the enclosed nomination form and return it to the school no later than Friday 4th October. You may also include a short personal statement to support your nomination, which

should be no longer than 250 words. If you want some help writing your personal statement please let the school know. Self-nominations will be accepted, but if you are nominating another parent please ask them first.

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,

Laurel Robin
Returning Officer

Nomination Form

Election of Parent Governors

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 in BLOCK letters of proposer (if different to nominee):

Personal Statement (maximum 250 words)

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

I confirm (i) that I am willing to stand as a candidate for election as a parent governor and (ii) that **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 the school by Friday 4th October

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 subject to a bankruptcy restriction order, an interim order, a debt relief restrictions order or 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 Disqualification Act 1986,
 - a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
 - 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 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 anybody
- 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 Criminal Records Bureau for a criminal records certificate.
- has been removed as an elected governor within the previous 5 years.

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