



13th May 2022

Dear Parent/Carer

Parent Governor Vacancy

Following the recent relocation of one of our families, we currently have a vacancy for **one** parent governor and are seeking nominations for an enthusiastic and committed parent or carer to join the governing board.

There are no particular qualifications required for the role but, following an analysis of our current membership we are particularly keen to ensure the board membership reflects the diversity of our community and would particularly welcome nominations from under-represented and minority groups.

Additionally, in light of the results of our skills audit, we would also be keen to receive nominations from someone with experience in the following areas **human resources, communications, finance and property management**

The core functions of the governing board are:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding senior leaders to account for the educational performance of the organisation, its pupils, and the performance management of staff.
- Overseeing the financial performance of the school and making sure its money is well spent.

Your Commitment

The term of office for all governors is **four** years.

At **Air Balloon Primary School**, we always aim for positive and purposeful partnerships with parents, which undoubtedly bring important benefits to the pupils. One of the most significant ways you can help in promoting this aim is to volunteer to be a parent governor. The governing board's main tasks are to support the school, ensure that all pupils receive a high quality education and plan for future development and improvement.

Parent governors are welcomed as valued members of the team and play a vital role in ensuring the governing board is aware of the views of parents and the local community. We are confident that there are parents prepared to volunteer to take on this key role and give their time and commitment to help us continue to develop and improve the school's performance.

Governors currently meet as a board **six** times a year and meetings usually start at **6.00pm** and are finished around **8.00pm**. All meetings are held at the school. If needed, additional meetings will be planned with, unless there are extraordinary circumstances, seven days' notice given.

We also have a **finance committee** and **education committee**. All governors are invited to join the committee that their skills and experience match with, or they have a particular interest in. Committee meetings are also held outside school hours.

Governors are occasionally required to visit the school during the day for monitoring visits and are encouraged to support school events, where possible. We offer new governors a comprehensive and supportive induction, and each new governor is assigned a buddy. Full training for the role is also available via the local authority Governor development service.

You will be required to sign the governing body's code of practice, and to apply for a DBS enhanced disclosure.

What do you need to do next?

If you are interested in becoming a governor, self-nomination is acceptable – see attached form, which will need to be submitted to the **school office** by **12.00 noon** on **Monday 23rd May 2022**

When nominating yourself or someone else for the role of parent governor, you are nominating the person you believe has the skills and commitment to undertake the role. You are also nominating someone you trust to represent the views of parents when working with other governors and the headteacher, to promote high standards and strategically develop the school. The parent governor's role is not to represent individual parents' views or to report back directly to parents.

Should you have any questions about the role please do not hesitate to contact Mr Browse, myself or any existing member of the Governing board listed on the school website.

If there are more nominations than vacancies, an election will be held and all parents will be sent a voting paper. More details will be sent in due course if an election is necessary.

Yours sincerely

Nikki Jackson
Chair of Governors

Process for Selection and Appointment of Parent Governors

- As the parent, carer or other person with parental responsibility for a pupil at this school you have the right to both propose candidates and stand as a candidate yourself.
- If you decide to put yourself forward for the parent governor vacancy you will need to find one other parent willing to second your nomination. You will need to ask them to complete and sign section A of the enclosed form.
- If more parents want to become governors than there are vacancies, a ballot will be held. Ballot papers and details of the election process will be sent to all parents and carers eligible to vote.
- If you put yourself forward and no ballot is necessary you will be elected unopposed from the day after the deadline for nominations passes.
- You are invited to provide a statement to support your nomination as a parent governor (see the enclosed nomination form). If a ballot is held this statement will be included on the ballot paper to help other parents decide who to vote for.
- If you are elected as a governor your term of office will be 4 years. You can resign at any time. If your child leaves the school you can continue as a governor until the end of your term of office.
- The enclosed nomination form must be returned to the Headteacher not later than ten school days from the date this letter was passed to you by the school – i.e. **Monday 23rd May 2022**.
- If you are elected you will be asked to apply for a Disclosure and Barring Service (DBS) enhanced disclosure.

Parent governor nomination form

Please complete section A for self-nomination and refer to the information on page 6 of this form to make yourself aware of the circumstances that a person may not be permitted to stand for the role of school governor. If you are nominating someone other than yourself, please complete section B of this form, reviewing page 6 to ensure that the individual in mind is suitable for the position

Section A – self nomination

I wish to nominate myself for the role of parent governor at Air Balloon Hill Primary School . I have read the information on disqualification and confirm that I am eligible to stand for election.	
Name:	
Email address:	
Child's name:	
Child's class:	
Signature:	I have read the information on disqualification and confirm I am eligible to stand for election.

My nomination is seconded by:		
Seconded by:	Name:	
	Email address:	
	Child's name:	
	Child's class:	
	Signature:	

Please submit with this form a brief description of yourself, your skills and experience and why you wish to serve as a governor. This description will be included on the voting paper if a ballot is held.

Section B – nominating someone else

I wish to nominate another parent for the role of parent governor at Air Balloon Hill Primary School . I confirm that I have informed the parent of my intention to nominate them and they are willing to be nominated for election.	
Nominee's details	
Name:	
Email address:	
Child's name:	
Child's class:	
Signature:	
Person being nominated	
Name:	
Email address:	
Name of child:	
Child's class:	
Signature:	I have read the information on disqualification and confirm I am eligible to stand for election.

The person nominated should submit with this form a brief description of themselves, their skills and experience and why they wish to serve as a governor. This description will be included on the voting paper if a ballot is held.

Please return your nomination form to the **school office** no later than **12.00 noon** on **Monday 23rd May 2022**. The returning officer for this election is **Mr Browse, Headteacher**

If there are more nominations than vacancies, an election will be held and all parents / carers will be sent a voting paper.

Disqualification from holding or continuing to hold office as a governor of a school

The School Governance (Constitution) (England) Regulations 2012 Schedule 4 states that a person is disqualified from holding or continuing to hold office as a governor of a school if, in summary, that person:

- Is under 18 years of age.
- Is a registered pupil of the school.
- Is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions order; debt relief order; an interim debt relief order; or their estate has been sequestered 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 the Companies (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).
- Has been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body.
- Has been removed from office as an elected governor within the last five years.
- Is included in the list of people considered by the Secretary of State to be 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 142 of the Education Act 2002 or 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.
- Subject to certain exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (without the option of a fine) in the five years ending with the date preceding the date of appointment/election as a governor or since becoming a governor.
- Subject to certain exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of two and a half years or more in the 20 years ending with the date preceding the date of appointment/election as a governor.
- Subject to certain exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more.
- Has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years ending with the date immediately preceding appointment/election 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.