



Hartest Primary School

Hartest Church of England Primary School
The Row, Hartest, Bury St Edmunds, Suffolk. IP29 4DL



Tel: 01284 830343

Email: admin@hartest.suffolk.sch.uk

12th October 2018

Dear Parents,

The governing body is responsible for both the conduct of the school and for promoting high standards. The 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 governing body of our school is made up of parent governors, staff governors and foundation governors.

A vacancy has arisen for a parent governor on our governing body. The 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.

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 governing body. If you are someone with the required experience, would you consider applying? Governors also need what is 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 but training is accessible where required.

Our governing body expects governors to

- attend 2 termly meetings of the full governing body
- sit on a committee and attend the meetings which are usually 1 a term
- visit the school formally for monitoring purposes at least 2 times a year
- visit the school informally at least 2 times a year
- commit to attend training courses, perform additional research as required and take part in monitoring at least 1 area within the school

In return, our governing body commits to

- provide you with a structured induction
- provide access to quality training via Schools Choice and Governor Services
- provide you with an experienced governor as mentor
- provide informal feedback on your contribution to the governing body on a bi-annual basis

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.

Enclosed with this letter is a nomination form on which four parents who have children at the school can jointly nominate another parent for election as a Parent Governor. No parent may nominate more candidates than there are vacancies. It is necessary for a Parent Governor to have a child at the school at the time he or she is elected. Certain people are disqualified from being Governors and, as such, candidates are asked to make a declaration that they are not disqualified from serving as a school governor for any of the reasons described in the attached sheet. If grounds for disqualification come to light as a result of this, or otherwise, the person is automatically barred from being a governor and the appointment will terminate with immediate effect.

There is space on the nomination form for a statement of not more than 50 words by the person nominated in which they can give such details as they wish about themselves and their views. This statement would then be included on the voting paper.

The term of office is for 4 years whether or not the child of the elected parent remains at the school for the whole of this period. A Parent Governor elected now will hold office until 2022 and, like other Governors, will be eligible for re-election.

Please return the forms to the school office by Friday 9th November.

Yours sincerely

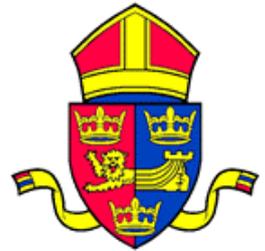
A handwritten signature in black ink, appearing to read 'Mr M Coombs', with a long horizontal flourish extending to the right.

Mr M Coombs
Head Teacher



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Election of Parent Governors

Nomination Form

Full Name:

Address:

.....

I have a child at the school, am willing to serve if elected, and have been proposed for consideration for appointment as a Governor at the school by the undersigned persons, who also have children at the school. A statement for inclusion in the voting paper is given below.

Name and Address of Proposers Signature of Proposers Date

1.....

2.....

3.....

4.....

Statement (not more than 50 words)

I confirm that I am not disqualified from appointment for any of the reasons detailed overleaf.

Signed Dated

Completed nomination forms must be returned to the school by 09th November 2018

ELECTION OF PARENT GOVERNORS APPENDIX A DISQUALIFICATION FROM MEMBERSHIP

1 No person under 18 years of age shall be appointed/elected as a Governor.

2 No person shall at any time hold the office of more than one governor of the same school.

A person shall be disqualified from holding or continuing to hold office as a Governor of a school:

3 at any time when he is detained under the Mental Health Act 1983;

4 if, without the consent of the governing body he has failed to attend meetings for a continuous period of six months, beginning with the date of the first meeting he failed to attend;

5 if he has been adjudged bankrupt, sequestration of his estate has been awarded, or he has made a composition or arrangement with his creditors and he has not been discharged in respect of it and the bankruptcy has not been annulled or rescinded;

6 at any time when he is subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under Section 492 (2) (b) of the Insolvency Act 1986 (failure to pay under County Court administration order);

7 if he has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court; or he has been removed, under Section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, from being concerned in the management or control of any body;

8 at any time when he is included in the list of teachers and workers with children or young persons whose employment is prohibited or restricted;

9 at any time when he is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (*Prohibition from Teaching etc.*);

10 at any time when he is disqualified from working with children under sections 28 and 29 of the Criminal Justice and Court Services Act 2000;

11 at any time when he is disqualified from being the proprietor of any independent school or from being a teacher or other employee in any school;

12 i) if he has within the last five years or since his appointment or election as a governor under the terms of the Education Act 1996 been convicted, whether in the UK or elsewhere, of any offence and has had passed on him a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine;

ii) if within twenty years he has been convicted as aforesaid of any offence and has had passed on him a sentence of imprisonment for a period of not less than two and a half years;

iii) if he has at any time been convicted as aforesaid of any offence and he has had passed on him a sentence of imprisonment for a period of not less than five years;

iv) if within five years or since his appointment or election as a governor he has been convicted under Section 547 of the 1996 Act of committing an act of nuisance or disturbance on the premises of a school maintained by a Local Authority or a Grant Maintained school, and has been sentenced to a fine.

13 At any time when he refuses a request by the clerk to the governing body to make an application under section 113 of the Police Act 1997 for a criminal records certificate.

14 Where a person is disqualified from holding, or for continuing to hold, office as a governor and he is, or is proposed to become, a governor, he shall give notice of that fact to the clerk to the governing body.