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17 November 2015

Dear Parents & Carers

### **Election of Parent Governors**

We are writing to invite nominations for **one** parent governor vacancy. As many of you may already know the governing body has an extremely important strategic role. It is responsible, as a corporate body not as individuals, for strategic planning, policy and finance, amongst other things. Parents or anyone who has parental responsibility\* for a pupil on the school roll at the time of this election can stand for election and can vote in this election.

All nominations should be sent to Bee Hibbin, Clerk to the Governors, either by post, email, or via the School Reception by **1pm on Monday 30 November 2015**. You can nominate yourself. Every nomination must be signed by the candidate stating that they are willing to stand and all nominations will be acknowledged on receipt. We also need a few words about you and why you would like to be a governor for inclusion with the ballot papers (200 words maximum please). Candidates cannot withdraw from the election once ballot papers have been issued.

By Thursday 3 December we will send the ballot forms with the names of the candidates and their pen profile home with the students, so please watch out for this. As there is one vacancy each parent has one vote, however many children they have in the school, and votes will need to be returned within a week (the exact date will be shown on the voting slip). *In the event that only one candidate is nominated no election takes place and the candidate will be appointed; this will be posted on the school website.*

If you would like to know a little more about becoming a parent governor please get in touch with Bee, [bee@wallingfordschool.com](mailto:bee@wallingfordschool.com), or email the governors at [governors@wallingfordschool.com](mailto:governors@wallingfordschool.com). Please think about taking on the role, or suggesting someone who will do it well. We need committed parent governors.

Yours faithfully,

NJ Willis  
Headteacher

Ian Domville  
Chair of Governors

\* See Appendix 2 Definition of a Parent.

\*\* Parents who work at the school for 500 hours per year are not eligible to be parent governors but they are eligible to vote in parent governor elections.

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## Appendix 1: **QUALIFICATIONS AND DISQUALIFICATIONS** **Governors and Associate Members**

*Schedule 6 of the Constitution Regulations covers the qualifications and disqualifications of governors.*

- A governor must be aged 18 or over at the time of his or her election or appointment and cannot be a registered pupil at the school. This does not relate to associate members.
- A person cannot hold more than one governorship at the same school.
- A person is disqualified from holding or from continuing to hold office as a governor or associate member if he or she:
  - fails to attend the governing body meetings – without the consent of the governing body – for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex officio governors);
  - is subject to a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief order or an interim debt relief order;
  - has had his or her estate sequestrated and the sequestration order has not been discharged, annulled or reduced;
  - is subject to:
    - i) a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
    - ii) a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
    - iii) a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
    - iv) an order made under Section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order);
  - has been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of anybody;
  - is included in the list of people considered by the Secretary of State as unsuitable to work with children;
  - is disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002
  - is disqualified from registration for child-minding or providing day care;
  - is disqualified from registration under Part 3 of the Childcare Act 2006;
  - has received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (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-and-a-half 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 to allow an application to the Criminal Records Bureau for a criminal records certificate.
- A governor must not also be a clerk to the governing body at which he or she is a governor.

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## WHAT LEGISLATION DOES THIS REFER TO?

The Education Act 2002: Sections 19 and 20

The School Governance (Constitution) (England) Regulations 2007: SI 2007/957

The Education Act 1996: Section 576 (1), (3) and (4), read together with the Education Act 2002: Section 212(2), gives a definition of "parent" (see also the definition of parent in the Constitution Regulations)

The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007: SI 2007/1289

The School Governance (England) (Amendment) Regulations 2012: SI 2012/421

## APPENDIX 2

### DEFINITION OF A PARENT

*(Section 576 of the Education Act 1996 defines "Parent" to include):*

- all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person; and any person who, although not a natural parent, has care of a child or young person

## APPENDIX 3

### Wallingford School GOVERNOR FACT SHEET

The governing body consists of parent governors, staff governors, community governors, sponsor governors and appointed governors. Our school has **seven** parent governor places. Parent governors have all the same powers and duties as other governors.

The full governing body meets **four times per year** for regular business, usually in the evening. Additional meetings can also be called to focus on specific topics, such as the School Development Plan; typically these will occur no more than once a year. Governors are also expected to join **at least one** and **preferably two** of our **four committees**. These are responsible for different aspects of the school such as resources, staff & student wellbeing, performance monitoring and teaching & learning. Committees usually meet **three or four times per year** at times which suit the committee members. Additional working parties are sometimes established to focus on key areas, such as the ICT Strategy, and these meet as required.

To be eligible to stand for election as a parent governor you have to have parental responsibility for a pupil at the school. Having "parental responsibility" is not limited to biological parents, but will cover you if you are a step-parent, foster, parent, grandparent bringing up the child, or permanent partner of the child's biological parent.

The child must be on the school roll at the time the election is held. However, parent governors do not have to resign if their children leave the school before their 4 year term of office has expired.

A few people cannot be school governors; those who have been made bankrupt or who have been in prison for certain offences may not serve for at least three years afterwards. School staff members are ineligible to stand as parent governors if they are employed for more than 500 hours per year. If you have any doubts as to your eligibility on any of these grounds, please contact the Clerk to the Governors.

You don't need any experience or expertise; you will have an induction and on-going support so that you are fully aware of your role. If you have any further queries about being a governor at Wallingford School, please contact the, Clerk to the Governors.

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**NOMINATION FORM**

**Election for a parent governor for Wallingford School**

**Please complete and return the nomination form to Bee Hibbin  
by 1pm on Monday 30 November 2015**

Nomination Name	
Address	
Contact telephone	
Contact email	
Student name/s	
Form group/s	

*Pen profile* - about you and why you would like to be a governor for inclusion with the ballot papers (200 words maximum, please continue overleaf if needed)

**I am willing and eligible to stand for election as a parent governor at Wallingford School.**  
*(Please ensure that you have read the rules regarding the eligibility to become a governor which you have received with this nomination form).*

Name	
Signature	
Date	

**Please complete and return the nomination form by 1pm on Monday 30 November 2015**

*Return to Bee Hibbin, Clerk to the Governors, Wallingford School, St George's Road, Wallingford, Oxfordshire, OX10 8HH. [bee@wallingfordschool.com](mailto:bee@wallingfordschool.com) Or return to the school office*

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