

“Reaching for the stars together, to be the best that we can be”

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Monday, October 21, 2019

Dear Parents / Carers,

ELECTION OF PARENT GOVERNORS

I am writing to let you know that there is to be an election of Parent Governors. The governing body, when it is complete, will be made up of 12 Governors of which 2 will be elected by the parents. There is currently 1 parent governor place to be filled.

The term “parent” includes anyone who has custody of a child registered at the school, as well as “natural” parents. Parents can stand for election and vote in secret in the election, if a ballot is needed.

As well as parents, the governing body is made up of governors nominated by the Trust, school staff and the Headteacher.

Parent Governors have a **four** year term of office and continue to serve even if their child(ren) leave(s) the school during this period.

What Do Governors Do?

The governors’ work affects most aspects of the school’s work.

Once appointed or elected, all governors must operate in the best interest of pupils, not as representatives to lobby on behalf of their constituency. Their task is to govern the school. This means focusing on the core functions of providing strategic leadership, holding the Headteacher to account and making sure the school’s money is well spent. This is a demanding task for which all governors need to have, or develop, relevant and appropriate skills.

As a member of the Local Governing Body you will be ensuring that Selby Educational Trust’s Scheme of Delegation is being implemented. Local Governing Bodies have delegated responsibilities within Selby Educational Trust and this will be their core function, whilst reporting to the Trust Board via minutes of the Local Governing Body.

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The governors, together as a body, have a range of legal responsibilities, so being a governor is an important commitment and new governors should be willing to attend training to help them learn what is entailed.

We are looking for governors to fill the following skills gaps as identified by the Governing Body:

Membership of the LGB requires a focus on a range of skills, experience and interests; this could include:

- Leadership experience in education, governance or another sector
- Communication with a variety of audiences
- Innovation, research
- School financial management
- Personnel management
- Special educational needs
- Buildings and maintenance
- Health and safety
- Marketing
- Literacy, Maths or other curriculum interests

The term “parent” includes anyone who has custody of a child registered at the school, as well as “natural” parents.

What is the role of a governing body?

Establishing the strategic direction, by:

- Setting objectives for the school
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Monitoring progress towards targets
- Carrying out the Performance Management of the Headteacher
- Engaging with stakeholders e.g. parents, staff and the wider school community
- Contributing to school self-evaluation

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Ensuring financial probity, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

The governors, together as a body, have a range of legal responsibilities, being a governor is an important commitment and the Trust and school will provide induction training.

What is expected of governors?

- To acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- To strive to work as a team in which constructive working relationships are actively promoted.
- To observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school
- To accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the governing board meeting.

Do Parent Governors have Special Responsibilities?

No. Parent Governors do not have “extra” duties. All governors are equally responsible and discharge their responsibilities as a body, not individually. The Parent Governors speak as parents: they can’t speak for all parents.

Are there any restrictions which could disqualify parents from becoming Parent Governors?

Yes, but they are unlikely to apply to most parents considering becoming a parent governor. The restrictions are contained in the School Governance (Constitution) (England) Regulations 2012, regulation 16 and subsequent amendment Regulations. A copy of these is attached as a Self-Declaration form. Parents putting themselves forward for election will be required to sign this form and return it with a nomination form. If any of the restrictions apply you should not proceed with your nomination as a governor. Also, you are disqualified from election or appointment as a parent governor if you are an elected member of the local authority (-or if you are paid to work at the school for more than 500 hours in any twelve-month period commencing on 1 August and finishing on 31 July).

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Governors are subject to enhanced DBS checks and the elected parent will be provided, by the school with the requisite information as to how to access the on-line application form to complete. Following this, the school administrator or Headteacher must be notified and the governor is required to take proof of identity (as detailed in the list of Valid Identity Documents) into school. The Headteacher will then complete the verification form to the Clerk of the Trust for checking and forwarding to the DBS, Liverpool. The term of office of the successful candidate (s) can commence prior to a clear enhanced DBS being received by the school. However, it is essential that whilst the check is being processed the school should ensure that appropriate safeguarding procedures are adhered to.

It is recommended that you discuss this with the Headteacher if you have any concerns over issues which may be highlighted by the Enhanced DBS as they may not exclude you from acting as a Parent Governor.

Can you be removed from office?

A person is disqualified from being a governor of a particular school if they have failed to attend the meetings of the governing body of that school for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing body.

The governing body may also remove an appointed or an elected parent governor. The code of conduct is expected to detail the circumstances in which the governing body may suspend or remove a governor.

Governing bodies are expected only to exercise the power to remove an elected governor in exceptional circumstances where the actions or behaviour of the elected governor warrants removal rather than suspension.

How are Parent Governors Elected?

Parent Governors must be people (aged at least 18) who have a child(ren) at the school when they are elected. Nomination forms are available from the school. Each form must be signed by the candidate. Candidates can also make a short statement about themselves - a simple form for this purpose will be provided with nomination forms. Return the form to me as quickly as possible.

If more nominations are received than there are places to fill, there will be a secret ballot and I will send to each parent, ballot forms (1 per parent) and envelopes for their return. The form explains how votes may be cast.

If the number of nominations received is the same as the number of places to be filled, then those people will be declared elected. If there are fewer, those nominated will be declared elected and it

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will be for the governing body to fill any remaining vacancy by appointing a parent governor.

The rules for the election: these can be inspected at the school.

Result of the Election

The names of those elected will be displayed at the school for at least seven days and will be included in the next edition of the school prospectus or placed on the school website.

Anyone having any query about the election is invited to contact the school.

Yours sincerely,

Ian Clennan
Executive Headteacher and Returning Officer

THE CLOSING DATE FOR NOMINATION IS FRIDAY 8TH NOVEMBER AT 3.20 PM

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ELECTION OF PARENT GOVERNORS

Nomination Paper

Name of School: Selby CP School
No. of Parent Governors to be elected: 1
Please read the Notes below before completing the form
<i>CANDIDATE</i>
(Name/Address/Signature)
Signed:

Notes:

A parent can stand for election and vote in the election, if he or she has a child registered at the school on the date of the election*.

A CANDIDATE **must** be eligible to vote in the election i.e. be a parent of a pupil(s) on the school roll; **must** sign, and return with this nomination paper, form Self Declaration 1 to indicate eligibility to stand for election under the School Governance (Constitution)(England) 2012 Schedule 4; **must** indicate whether they wish to have their address shown on the ballot paper.

**THIS FORM MUST BE RETURNED TO THE EXECUTIVE HEADTEACHER BY 8.11.2019
IN A SEALED ENVELOPE MARKED “CONFIDENTIAL – PG NOMINATION”.**

* The date of the election is deemed to be the closing date for the receipt of nominations

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Statement in Support of Election

School:

Name: Age (s) of child (ren).....

Experience and/or interests relevant to serving as a Governor:

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.....

Signed:

Date:

Local Governing Body Disqualification Declaration
+ Publication of Governor Details and Register of Interests

Disqualification Declaration

Please read this declaration carefully and sign the form at the end if you comply with the following criteria:

No person shall be qualified to serve on the Local Governing Body unless he or she is aged 18 or over at the date of his or her election or appointment. No current pupil of the Academy shall be entitled to serve on the Local Governing Body.

A person serving on the Local Governing Body shall cease to hold office if he or she becomes incapable by reason of mental disorder, illness or injury of managing or administering his or her own affairs.

A person serving on the Local Governing Body shall cease to hold office if he or she is absent without the permission of the Chair of the Local Governing Body from all the meetings of the Local Governing Body held within a period of six months and the Local Governing Body resolves that his or her office be vacated.

A person shall be disqualified from serving on the Local Governing Body if:

- his or her estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
- he or she is the subject of a bankruptcy restrictions order or an interim order.

A person shall be disqualified from serving on the Local Governing Body at any time when he or she is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).

A person serving on the Local Governing Body shall cease to hold office if he or she would cease to be a Trustee by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

A person shall be disqualified from serving on the Local Governing Body if he or she has been removed from the office of charity trustee or trustee for a charity by an order made

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by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he or she was responsible or to which he or she was privy, or which he or she by his or her conduct contributed to or facilitated.

A person shall be disqualified from serving on the Local Governing Body at any time when he or she is:

- included in the list kept by the Department of Education under section 1 of the Protection of Children Act 1999; or
- disqualified from working with children in accordance with Section 35 of the Criminal Justice and Court Services Act 2000; or
- barred from regulated activity relating to children (within the meaning of section 3(2) of the Safeguarding Vulnerable Groups Act 2006).

A person shall be disqualified from serving on the Local Governing Body if he or she is a person in respect of whom a direction has been made under section 142 of the Education Act 2002 or is subject to any prohibition or restriction which takes effect as if contained in such a direction.

A person shall be disqualified from serving on the Local Governing Body where he or she has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011.

After the Academy has opened, a person shall be disqualified from serving on the Local Governing Body if he or she has not provided to the Chair of the Local Governing Body a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would in the opinion of either the Chair of the Local Governing Body or the Head of Academy confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Chair of the Trustees (Directors) to determine the matter. The determination of the Chair of the Trustees (Directors) shall be final.

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Where, by virtue of the criteria outlined above, a person becomes disqualified from serving on the Local Governing Body; and he or she was, or was proposed, to so serve, he or she shall upon becoming so disqualified give written notice of that fact to the Local Governing Body.

This clause shall also apply to any member of any committee of the Local Governing Body who is not a member of the Local Governing Body.