

Parent Governor Information Sheet

What skills and experience do you need to be a governor?

Governing boards are the key strategic decision makers and vision setters in every school and academy. They are also a key part of the overall system for school accountability. Governing boards have a vital role to play in driving up school and pupil performance and ensuring that resources are used well to give every child the best possible education.

Governing boards should have a strong focus on three core functions:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
3. Overseeing the financial performance of the school and making sure its money is well spent.

To do this as a governor you would need:

- a strong commitment to the role and to improving outcomes for children;
- the inquisitiveness to question and analyse, and the willingness to learn;
- good inter-personal skills;
- appropriate levels of literacy in English
- sufficient numeracy skills to understand basic data;
- work constructively in meetings and lead meetings if necessary.

In addition to this, expertise or experience in the following is always welcomed by the governing board:

- analysing performance data;
- in budgeting and driving financial efficiency;
- performance management and employment issues, including grievances.

The term of office for parent governors is four years but you may resign at any time. Even if your child leaves the school you will be able to complete your term of office if you wish.

Governors' conduct

Governors also have to operate within a code of conduct. The governing board code of conduct can be found on the school website under *Our School, Our Governors, Parent Governor Vacancy Information*.

The governing board takes its responsibility to safeguarding children very seriously and all governors are required to operate within the school's safe working practices policies and child protection policies. All governors are also required to complete eligibility checks, which can include a Disclosure and Barring Service (DBS) check.

Who is not eligible to be a parent governor?

A person is disqualified from being a parent governor if they are an elected member of the Local Authority or paid to work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in any consecutive twelve month period (at the time of election or appointment).

There are some circumstances that make people unable to be considered as school governors. These are shown on the school website under *Our School Our School, Our Governors, Parent Governor Vacancy Information*.

Criminal Records Checks are required for all school governors

All school governors are required to have an enhanced criminal record check carried out via the Disclosure and Barring Service (DBS). All new governors must have applied for their DBS check within 21 days of their election as a governor and your school business manager will guide you through this process should you be elected. Governors cannot take up their place on the governing board until their check is in place.

How to make a nomination

Please use the attached nomination form which should be returned to **Mrs. N Platt** at school no later than the close of school on **Monday 18th September 2017**. Nominees can submit a statement to support their candidacy. The statement should be around 100 words in length and will be sent out with the ballot papers should a ballot be required. Statements can be returned with the nomination form or at a later date if required for a ballot.

If we receive more nominations than parent governor vacancies, then it will be necessary to hold an election by ballot so that all of our parents can choose who will be the parent governor on the governing board. If we only receive the same number of nominations as there are vacancies those nominees will be elected unopposed and a formal ballot will not be required. We will inform you if a ballot is required or who has been elected unopposed as appropriate as soon as practicable after the deadline for nominations has passed.

Yours sincerely

The Returning Officer.

PARENT GOVERNOR – NOMINATION FORM

There are some circumstances that make people unable to be considered as school governors. Before completing this nomination form you should take note of these disqualification criteria which are shown on the school website under *Our School, Our Governors, Parent Governor Vacancy Information*.

The Returning Officer will be able to provide you with further information if you require it.

a) Please complete this section if you wish to nominate yourself.

I wish to nominate myself as a Parent Governor:

Name:.....

Address:

.....

The name of my child is (please provide full name).....

Signed:.....

b) Please complete this section if you wish to nominate someone else.

I wish to nominate the person named below as a candidate for Parent Governor.

Name of parent nominated:.....
(please supply full first name and surname)

Address:.....

.....Telephone No.:.....

I have approached the person I have nominated and he/she is willing to stand for election and has signed below:

I have read the notes on disqualification and I am eligible to stand. Signature of person nominated:.....

The name of my nominee's child is (full name of child).....

My name is:.....

My address is:.....

Signature of the person making the nomination:.....

PLEASE NOTE:

- To be valid, the completed nomination form must reach the Returning Officer by the close of school on **Monday 18th September**
- Nominees can submit a statement in support of their candidacy (of around 100 words in length), which will be sent out with the ballot papers should a ballot be required. You can return your statement to this form.
- In this election the Returning Officer is *Mr. M. Thompson*
- **All governors are required by law to have an enhanced criminal records check via the Disclosure & Barring Service (DBS). This school is committed to safeguarding and promoting the welfare of children and young people and expect all governors, staff and volunteers to share this commitment.**

