

27 September 2023

Dear Parent/carers

### **Election of a Parent Governor for our School**

There is a vacancy for a Parent Governor on our school's Local Governing Body. You can nominate yourself for this.

School governors are a vital part of our school and this is your opportunity to join the governing body and be able to support the school to provide the best possible education for its pupils.

The following pages explain what being a governor involves, but if you would like further information about being a governor, please contact the Clerk to Governors, Kate Boulter on [kboulter@mlp.org.uk](mailto:kboulter@mlp.org.uk)

If you would like to nominate yourself, please email the nomination form at the bottom of this letter to Kate Boulter by **12 October by 12 noon**.

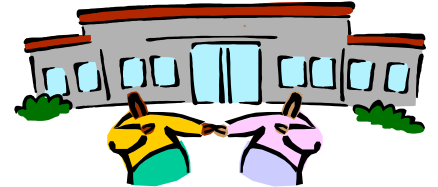
If there is more than one nomination, an election will take place.

Yours sincerely

Mr Hyatt  
Head of School

## School Governors Information Sheet - Parent Governors

### What does the Local Governing Body do?



The governing body:

- sets the strategic direction, objectives, targets and policies;
- reviews progress against plans and targets;
- acts as a critical friend to the head of school by providing support and challenge.

The governing body has a *strategic role* as opposed to operational role. This helps the governing body focus on their key roles of setting strategic direction, ensuring accountability, and monitoring and evaluation to promote school improvement and raise standards and achievement.

### Why are parents needed on the governing body?

The governing body is made up of governors who represent the community served by the school, including the families who use it, and the wider public who pay for it and whose quality of life is affected by it. To achieve the right balance on a governing body, there are different categories of governors representing different groups of the school's community (also known as 'stakeholders') and each category is either appointed or elected onto the governing body. Parent governors are needed on all school governing bodies, as parents play a major part in the school community. Parent Governors are elected by parents of the school.

The other categories of governor are:

- Co-opted Governors
- Staff governors
- Associate members

### What does being a governor actually involve?

#### **Time**

Prospective governors must be able to take time to attend meetings and read necessary papers beforehand. There are normally five meetings a year, four of which take place in the evening and one held in the daytime. Governors are also expected to visit the school at some point during the school day, approximately once per term. Altogether, you can expect to spend between three and five hours per month on governance, although this will vary.

#### **Training**

Free training and development opportunities are offered to support school governors in their role, and there is some compulsory training which all governors must do. Some training can be completed online at a time to suit you.

### **Visiting School**

Governors will need to see the school in action and therefore scheduled visits are made with the school. Governors do not make unannounced visits.

### **Am I eligible to stand as a parent governor?**

Only 'parents' of pupils registered at the school are entitled to stand or vote in the election. A 'parent' includes:

- All natural parents, whether they are married or not (including those who do not live with their child);
- Any person who, although not a natural parent, has 'parental responsibility' for a child or young person;
- Any person who, although not a natural parent, has care of a child or young person in the sense that the child lives with them and they look after that child.

Parents who are employed at the school and work more than 500 hours in a school year are not eligible to stand for parent governorship as they qualify to stand as staff governors. However, they may still cast a vote. Parents who are elected members of the Local Authority are not eligible to stand as parent governors.

### **Do I need any particular qualifications or skills?**

No special qualifications are required, although enthusiasm, commitment and an interest in education are helpful qualities to bring to a governor post. It also helps to be a good listener, taking time to understand the views of different people.

### **I would like to stand for election, what do I do next?**

To stand as a candidate in the election, you will need to complete the nomination form below, and return it to the Clerk to Governors before the deadline specified in the letter.

### **Where can I get further information about school governors before I decide whether to apply?**

Contact Kate Boulter, Clerk to Governors, on [kboulter@mlp.org.uk](mailto:kboulter@mlp.org.uk)



### Section 3 – Experience, Skills & Personal Statement

Please indicate with an 'x' any areas you have sound experience or skills:

Marketing/PR	<input type="checkbox"/>	Customer Service	<input type="checkbox"/>	Organisational Skills	<input type="checkbox"/>
Health and Safety	<input type="checkbox"/>	Information Technology	<input type="checkbox"/>	Decision Making	<input type="checkbox"/>
Finance/Accountancy	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Problem Solving	<input type="checkbox"/>
Human Resources	<input type="checkbox"/>	Strategic Planning	<input type="checkbox"/>	Team Working	<input type="checkbox"/>
Law	<input type="checkbox"/>	Education	<input type="checkbox"/>	Estates/Facilities	<input type="checkbox"/>

Please provide a short personal statement giving the reasons why you wish to become a trust governor/trustee/member and at which school if applicable.

Please outline the skills and qualities that you could bring to our Trust.

## Section 5 – Declaration

### Data protection

The information that you provide on this form will be used by the Middlesex Learning Partnership (the data controller). Your data will be used in accordance with the principles set out in the Data Protection Act 1998, which protects the right to privacy of individuals whose personal details are held by the data controller. If successfully appointed, we may share your details with the London Borough of Hillingdon regarding training opportunities and for providing details about our governing body.

### Eligibility to serve as a trust governor/director/member

This position may give you privileged access to children and it will be necessary for you to undergo Disclosure and Barring Service Screening (DBS check).

**You must confirm** that you are not disqualified from serving as a trust governor/director/member. A summary of all the disqualification criteria can be found below. It is an offence to serve as a school governor/director/member whilst disqualified.

Schedule 6 of the Constitution Regulations covers the qualifications and disqualification for governorship. A person is disqualified from holding or from continuing to hold office as a governor/director/member if he or she:

- Is detained under the Mental Health Act 1983 during their period of office;
- 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 or an interim order;
- has had their estate sequestrated and the sequestration order has not been discharged, annulled or reduced;
- is subject to:
  - a disqualification order or disqualification undertaking under the Company Directors Act 1986
  - a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
  - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
  - an order made under section 492(2)(b) of the Insolvency Act 1986 (failure to pay under 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 childminding 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/director/member or since becoming a governor/director/member has received a prison sentence of 2.5 years or more in the 20 years before becoming a governor/director/member;
- 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/director/member;
- refuses to allow an application to the Disclosure and Barring Service for a criminal records certificate.

**PLEASE COMPLETE THE DECLARATION BELOW:**

<i>Please delete as appropriate:</i>	<b>DECLARATION</b>
YES / NO	<i>I confirm that I am over 18 as at the date of my signature below.</i>
YES / NO	<i>I confirm that the information on this form is correct and complete to the best of my knowledge and belief.</i>
YES / NO	<i>I confirm that I am not disqualified from serving because of any of the criteria listed above, and I will notify the Trust Clerk immediately should I become disqualified.</i>
YES / NO	<i>I agree that, if appointed, an Enhanced DBS check will be carried out (this is a requirement for all members/trustees/governors).</i>
YES / NO	<i>I am willing and able to spare the time to volunteer as a member/trustee/governor (please contact <a href="mailto:kboulter@mlp.org.uk">kboulter@mlp.org.uk</a> if you have any questions about the role).</i>
YES / NO	<i>I agree that, if appointed, an Enhanced DBS check with Child Barred List Check will be carried out (members/trustees/governors are <b>not required</b> to have a Child Barred List Check and <b>you may refuse this</b> but having this check can enable greater flexibility in the role).</i>
YES / NO	<i>I agree that the information given on this form is being recorded and used by the Middlesex Learning Partnership in accordance with the Data Protection Act.</i>

**Signed:**

**Date:**

\_\_\_\_\_

Thank you for completing this application.

Please return this form to the Trust Clerk, Kate Boulter [kboulter@mlp.org.uk](mailto:kboulter@mlp.org.uk)

