



## Bishop Martin Church of England Primary School



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*Learning Together, in God's Love*

23<sup>rd</sup> January 2019,

Dear Parent/Carer,

### **ELECTION OF PARENT GOVERNOR(S)**

I write to invite nominations from parents to fill a vacancy for Parent Governor on the Governing Body.

The successful candidate will become a full member of the Governing Body and serve for 4 years office with effect from March 2019.

To be eligible for election, your child must be a registered pupil of this school when the election takes place. Details of the election procedure and nomination form are enclosed.

Governing Body meetings of this school are usually held twice per term at 4pm on a Monday. Meetings usually last for approximately two hours.

Effective governing bodies require expertise and experience in analysing performance data, in budgeting and driving financial efficiency, and in performance management and employment issues.

All governors need a strong commitment to the role and to improving outcomes for children, the inquisitiveness to question and analyse, and the willingness to learn. They need good inter-personal skills, appropriate levels of literacy in English and sufficient numeracy skills to understand data. Nominations would be particularly welcome from parents who are able to demonstrate these qualities.

It is important that appropriate checks are made on anybody who will be working in a school to prevent unsuitable people from gaining access to children. Accordingly, new governors must agree to provide proof of identity and undergo a check in line with current advice issued by the Department for Education.

If you wish to have further information regarding being a governor I would be pleased to answer your queries. Alternatively, you may wish to contact the School Governor Services team: telephone 233 3939 or email [terry.brown@liverpool.gov.uk](mailto:terry.brown@liverpool.gov.uk).

Yours sincerely,

Sally Aspinwall  
Executive Headteacher





## DECLARATION

Governance legislation provides grounds for disqualification from being a parent governor as follows:

- Registered pupils cannot be governors.
- A governor must be aged 18 or over at the time of election or appointment.
- A person cannot hold more than one governor post at the same school at the same time.
- A person is disqualified from being a parent governor if they are an elected member of the LA 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.
- 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. A foundation, local authority, co-opted or partnership governor at the school who is disqualified for failing to attend meetings is only disqualified from being a governor of any category at the school during the twelve month period starting on the date on which they were disqualified.
- A person is disqualified from holding or continuing to hold office if that person:
  - is the subject of a bankruptcy restrictions order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been sequestered and the sequestration has not been discharged, annulled or reduced
  - is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification 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, or an order made under section 429(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 Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body
  - has been removed from office as an elected governor within the last five years.
  - is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
  - is barred from any regulated activity relating to children
  - is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008
  - is disqualified from working with children or from registering for childminding or providing day care
  - is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
  - subject to exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor
  - subject to exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of two and a half years or more in the 20 years before becoming a governor
  - subject to exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more
  - has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years prior to or since appointment or election as a governor
  - refuses a request by the clerk to make an application to the Disclosure and Barring Service for a criminal records certificate.

**I have read the above grounds for disqualification from membership of a governing body and I declare that I am not disqualified on any of these grounds.**

**Signature** .....

**Date** .....



## Timetable of Election of Parent Governors of

### Bishop Martin CE School

<u>Date</u>	<u>Stage in Procedure</u>
5 <sup>th</sup> February 12 noon	Nominations to be received at the school marked "For the attention of Debbie Pearce"
8 <sup>th</sup> February	Ballot papers will be sent to all parents if an election is necessary (only if the number of nominations is greater than the number of vacancies)
<b>From - 11th February 9am</b> <b>To - 15th February 3pm</b>	Ballot boxes will be available at the school <i>Reception Desk</i>
25 <sup>th</sup> February	Last date for proxy votes to be received at the school marked "For the attention of Debbie Pearce"
26 <sup>th</sup> February	Votes will be counted at approximately 12 noon the Returning Officer being the Executive Headteacher
26 <sup>th</sup> February	Successful nominee(s) will be declared Parent Governor(s) until July 2023 (Governors may resign during their term of office if they wish to do so)
26 <sup>th</sup> February	Unsuccessful nominees will be notified and thanked for their interest
27 <sup>th</sup> February	All parents will be notified of the result of the election

