

 9th March 2017

**Morley Memorial Primary School Election of Parent Governors**

Dear Parents,

The governing body of Morley Memorial Primary School has a **parent governor vacancy**. We are writing to you to ask if you would be interested in becoming a school governor.

Governors are responsible for clarifying the school’s vision, ethos and strategic direction, holding the head to account for the performance of the school and making sure the money is well spent. They help to ensure that our school provides the best education it can for children, parents and our local community. Our parent governors are very valuable members of the governing body and we rely on them to help us to give a parent’s view. They are on the governing body as representative parents, but they are not delegates and other parents cannot mandate them on how they should vote.

Governors do not need to be experts in education. They need to have an interest in the school and in the welfare of our children as well as the time to get involved. Our governing body expects governors to:

* Attend approximately 6 meetings a year of the full governing body
* Sit on either the learning or resource committee (approximately 5 a year)
* Sit on other committees / panels as required
* Visit the school formally for monitoring purposes at least once a year
* Visit the school informally at least once a year.
* Attend training course, undertake additional research and activities as required and take part in monitoring at least three areas of the school.

All governors need to be willing to learn, able to work effectively as part of a team and committed to building good relationships. At the moment, the governing body is particularly interested in hearing from people who have experience of:

* chairing a board, governing body or committee
* being a member of a board
* performance management or human resources
* law
* education
* safeguarding
* procurement / purchasing

The governing body provides an induction program, regular training and on-going mentoring to ensure you are confident and knowledgeable enough to participate fully in all decisions.

Anyone who has parental responsibility for a pupil on the school roll at the time of the election can self-nominate, stand for election and can vote in the election. A parent who works for the school for 500 hours or more in a year or a parent who is an elected member of the local authority (County Councillor) is not eligible to stand for election but they are permitted to vote. If insufficient parents stand for election the governing body can appoint nominated parents to the governing body. The term of office for a parent governor is usually four years.

All nominations should be sent in to the headteacher via school office by **10am on Friday 24th March** Hard copies can be handed in at the office or electronic copies sent to office@morley.cambs.sch.uk. We need a personal statement of approximately 300 words describing what you think you can bring to the role and why you would like to be a governor. If you would like extra copies of the nomination forms please contact the school office.

On **Wednesday 29th March** we will inform parents about the details of parent governor nominations. If more than one candidate puts themselves forward, an election is necessary. We will then send ballot forms home with the children with the names of the candidates and their written statements. Each parent will have 1 vote as there is 1 vacancy.  The ballot is secret and you can send or post the ballot paper back using a double envelope system. (The ballot paper should be sealed in an inner unmarked envelope, which would be sealed in an outer envelope with the name of the voter printed on the back.) The ballot paper can be placed in the ballot box outside the school office. All votes must be in by **10am Thursday 20th April** when they will be counted.

A copy of the rules guiding the election of parent governors and further copies of the nomination form can be obtained from the school office.  If you require a copy of this letter in a language other than English or in large print format please contact the school.

If you would like more information about what being a parent governor involves, please contact the school and we can put you in touch with a member of our governing body for an informal chat.

Yours sincerely,

Nikki Brown Nicky Odgers

Headteacher      Chair of Governors

**Election for a Parent Governor for Morley Memorial Primary School**

Name:

Child(ren) in Year(s):

I am willing and eligible to stand for election as a parent governor at Morley Memorial Primary School

|  |  |
| --- | --- |
| Name of candidate: |  |
| Signature: |  |
| Date: |

*The information you give on this form will enable your eligibility to serve as a governor to be established.  As a governor the headteacher will ask you to undertake a DBS enhanced check.  This measure is to ensure the safety of children.*

|  |
| --- |
| **Application and Pre-Appointment Check Form** |
| Full name: Home address:           Postcode:     Home tel:     Work tel:   Email address:   |
| **For school office use pre-appointment** |
| *Proof of Identity (please tick)* *Driving licence ¨* *Passport  ¨* *Birth certificate ¨*  |
| **Personal statement** |
| Please set out why you would like to become a school governor **(in approximately 300 words)**. You can include details or relevant experience such as involvement in the local community, experience within an educational setting or in business.   |

**DECLARATION OF ELIGIBILITY AS A SCHOOL GOVERNOR**

I declare that I am not disqualified from serving as a school governor and that:

\* I am aged 18 or over at the time of this election or appointment

\* I do not already hold a governorship of the same school \*\*

\* I am not 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 sequestrated 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)

\* I have not 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

\* I am not included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people

\* I am not barred from any regulated activity relating to children

\* I am not subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008

\* I am not disqualified from working with children or from registering for child-minding or providing day care

\* I am not disqualified from being an independent school proprietor, teacher or employee by the Secretary of State

\* I have not 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

\* I have not received a prison sentence of two years or more in the 20 years before becoming a governor

\* I have not at any time received a prison sentence of five years or more

\* I have not 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

\* I have not refused a request by the clerk to make an application to the Criminal Records Bureau for a criminal records certificate.

\*\* This does not apply to governors being considered for re-appointment or standing for re-election.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                             Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_