Copdock Primary School

School Hill

Copdock

Ipswich

Suffolk

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Bentley CEVC Primary School

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**SUFFOLK COUNTY COUNCIL**

***Bentley CEVC & Copdock Primary School Partnership***

**ELECTION OF PARENT GOVERNOR January 2023**

Dear Parents

I am writing to notify you that a vacancy for Parent Governor is now available. Lauren Baylis-Fuller contributed greatly as part of our team and we are now looking to find a suitable replacement.

We have 2 places for Parent Governors on the Governing Body for our partnership. Mrs Luisa Brennan, a parent at Bentley School, is currently in post and it would be good, if possible, to have a representative from both schools. This is not an essential requirement however, so we would welcome nominations from any committed parent in either school. The information below will give you details of the arrangements for nominations and voting for new Parent Governors.

Governing bodies are the key strategic decision-making body of every school and have a vital role to play in making sure every child gets the best possible education.

In all schools governing bodies should have a strong focus on three core strategic functions:

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

**The role of a parent governor**

As a parent governor, you’ll work with the board to make sure it effectively carries out the duties referred to above. You’ll also play a vital role in bringing a **parental perspective** to the governing board, but you’re not there to speak ‘on behalf’ of the parent body.

No special qualifications are needed and the most important thing is to have a keen interest in our partnership. To be a parent governor you should have:

* A strong commitment to the role and to improving outcomes for children
* Good inter-personal skills, curiosity, and a willingness to learn and develop new skills
* The specific skills required to make sure the governing board delivers effective governance

Following our recent skills audit, we would particularly welcome nominations from parents with the following skills:

**business and financial management or education background**

More information on the role of a Governor can be found on the [governor page of the school website](http://www.bentleycopdock.co.uk/class/governors). In particular, the [Code of Conduct](http://www.bentleycopdock.co.uk/serve_file/7777425), which details expectations of the role.

If you’re interested in applying for the role, and have a child at either school, please complete the candidate form attached to this letter and return to the school office by **6th *January 2023.*** If we receive more applications than there are vacancies, a secret ballot will be carried out. We will inform you closer to the time if we have to do this.

We will happily provide a hard copy of this information if you would like one, so please contact the school office.

If you would like to discuss what the role entails further, please contact Mr Simon Hurst *via* email *simon.hurst@copdock.suffolk.sch.uk.* Alternatively, contact me so I can answer any questions you may have.

Yours sincerely,

Joanne Austin

Executive Headteacher

Bentley CEVC & Copdock Primary School Partnership

**SUFFOLK COUNTY COUNCIL**

***Bentley CEVC & Copdock Primary School Partnership***

 **Election of Parent Governors**

**Candidate Form**

|  |  |
| --- | --- |
| **Candidate name:** |    |
| **Candidate address:** |    |
| **Candidate statement:** | In this section, outline:* The skills and experience you have that the governing board requires
* Your commitment to undertaking training to acquire or develop the skills needed to be an effective governor
* How you plan to contribute to the future work of the board

          |

I confirm that I am a parent or carer of a registered pupil at the school and am not:

* An elected member of the local authority
* Paid to work in the school for more than 500 hours in any consecutive 12-month period
 at the time of election

I confirm that I am not disqualified from appointment for any of the reasons detailed on the enclosed form.

Signed:

Dated:

### C.3 Qualifications and disqualifications (regulation 17 and Schedule 4 to the Regulations)

### Grounds for disqualification fall into three broad categories:

### • general grounds;

### • grounds that apply to particular categories of governor; and

### • grounds that arise because of particular failings or actions on the part of the governor.

### All the grounds for disqualification apply also to associate members except that associate members can be registered pupils at the school and can be under 18.

### General grounds

### 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.

### Grounds that apply to particular categories of governor

### 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 local authority governor if they are eligible to be a staff governor at the school.

### A person is disqualified from being a partnership governor if they are:

### • a parent of a registered pupil at the school;

### • eligible to be a staff governor at the school;

### • an elected member of the local authority; or

### • employed by the local authority in connection with its education functions.

### Grounds that arise because of particular failings or actions on the part of the governor

### 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. This does not apply to the headteacher or to foundationgovernors appointed by virtue of their office.

### 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 as a governor of a school if, in summary, that person:

### • is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions 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 the Companies (Northern Ireland) Order 2002; 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 trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity, 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 people 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 child-minding or providing day care

### • is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State

### • subject to certain 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 ending with the date preceding the date of appointment/election as a governor or since becoming a governor

### • subject to certain 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 ending with the date preceding the date of appointment/election as a governor

### • subject to certain 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 ending with the date immediately preceding appointment/election 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.

### Anyone proposed or serving as a governor who is disqualified for one of these reasons must notify the clerk to the governing body.

The constitution of governing bodies of maintained schools Statutory guidance for governing bodies of maintained schools and local authorities in England 2017