

7th October 2020

Dear Parent or Carer

PARENT GOVERNOR ELECTION – Oct 2020

We have a vacancy for a parent governor on our school's governing body and I am writing to invite nominations to fill this vacancy.

Parent governors play an important role as members of the governing body, which is responsible for directing the conduct of the school and for promoting high standards of educational achievement.

Period of Office - A Parent Governor is elected for a period of four years. If their child leaves before the term of office is complete they may stay until the period is complete.

Skills required - The role of a governor is to govern the school. This means focusing on the core functions of providing strategic leadership, holding the Headteacher to account and making sure the school's money is well spent. This is a demanding task for which all governors need to have, or develop, relevant and appropriate skills. Induction and training will be given, however experience has shown that 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.

Good inter-personal skills, appropriate levels of literacy in English and sufficient numeracy skills to understand basic data are important. In our recent skills audit it was noted that we do need someone with Financial Management skills and Management of Premises experience so this would be an advantage but knowledge of education and HR are also important areas.

What is expected - A Governor will be expected to attend Full Governing Body meetings- usually 4 over an academic year. In addition it is most likely that they will also have membership of at least one committee. We currently have a combined Resources, Health & Safety, HR, Premises and Pupil Related Matters committee. This committee is held once a term. Other committees are held as and when required. In addition to meetings there is reading that is required between meetings and each governor participates in monitoring visits which are held each term.

Trinity Road, Chelmsford, Essex CM2 6HS

Tel: 01245 354 517

Email: admin@trinityroad.essex.sch.uk

www.trinityroad.essex.sch.uk

Head Teacher: Mrs Nicola Morgan-Soane



If you would like to stand for election please arrange for the enclosed nomination form to be completed and returned to the school not later than 12 noon on 16th October 2020.

Nominations must be from parents or carers with children at the school on the day that nominations close. Parents/carers putting their names forward are invited to provide some brief biographical details limited to not more than 60 words suitable for inclusion in the ballot paper. Parents/carers who have paid employment in the school for 500 hours per academic year or more or who are elected members of the Local Authority are not eligible to stand in these elections.

The enclosed sheet summarises the qualifications to serve as a governor. Anyone standing for election must certify that he/she is not disqualified for any reason. If there are more nominations than vacancies, the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

All nominations maybe sent via the pupils or by post.

Yours faithfully

Mrs N Morgan Soane
Head teacher

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TRINITY ROAD PRIMARY SCHOOL

NOMINATION FORM FOR THE ELECTION OF PARENT GOVERNOR

Name:

Address:

Telephone:

Pen Portrait (maximum 60 words)

I wish to submit my nomination for the election of Parent Governor
I confirm (i) that I am willing to stand as a candidate for election as a parent governor
and (ii) that I am not disqualified from holding office for any of the reasons set out in the
School Governance Regulations.

Signature:

Date:

**Completed nomination forms must be returned to the school by 12noon on 16th
October 2020**

Qualifications to serve as a governor as per the SGCR 2007 and SGCR 2012

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A governor must be aged 18 or over at the time of his/her election or appointment and cannot hold more than one governorship at the same school.

A person is disqualified from holding or continuing to hold office as a governor or associate member if he or she:

- is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- has had his/her estate sequestrated and the sequestration 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 the Companies Directors Disqualification (Northern Ireland) Order 2002
- a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
- an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a county court administration order);
- has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on the grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned 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 working with children under sections 28, 29, or 29A of the Criminal Justice and Court Services Act 2000;
- is disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding 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 3 months (without the option of a fine) in the 5 years before or since becoming a governor;
- has received a prison sentence of 2½ years or more in the 20 years before becoming a governor;
- has at any time received a prison sentence of 5 years or more;

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- has been convicted under section 547 of EA 1996 (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992 (nuisance or disturbance on educational premise) during the 5 years prior to or since appointment or election as a governor;
- is employed at the school for more than 500 hours per academic year if wishing to stand for parent governor at the same school;
- is an elected member of the Local Authority (applies to parent and community governors only);
- has refused a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997 for a criminal records certificate
- has been disqualified from holding office as a governor of this school due to failure to attend governing body meetings for a continuous period of six months

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