

ST BOTOLPH'S C OF E PRIMARY SCHOOL

4th September 2020

Dear Parent/Carer

PARENT GOVERNOR ELECTION

I am writing to you to invite you to stand for election as a parent governor, or nominate another parent to do so. In our school we have provision for two parent governors and there is currently one vacancy. Parent governors serve for four years, although they may resign at any time. Our board of governors meets six times a year, once in every term, from 19:00 to 21:00 on a Tuesday or Wednesday. A full list of our current governors is shown on our website.

Governors are delegated certain functions by the board of trustees and are involved in holding the school to account (for instance by looking at how well the school performs in national tests), deciding school policies, allocating and monitoring the school's budget and appointing staff. They take a strong interest in the school's curriculum and in its ethos and welfare.

No special qualifications are needed to be a governor. However, it is important to have a strong interest in the school and to play an active part in the board's work. The board would particularly welcome new governors with interests in finance and/or the welfare of pupils. Free training is available for governors and there is an expectation that those new to being a governor, attend free induction training.

As well as attending termly meetings, governors are appointed by the Board to belong to one or more small committees. These take a special interest in specific aspects of the school's work and make a small number of day-time visits as part of a planned programme. In this way, governors act as critical friends and ensure that the school provides well for its pupils. Parent governors are elected to represent all parents and pupils, not just their own child. Governors never act as an individual but as a member of the board as a whole.

As school governors sometimes meet with children, they must undertake an Enhanced Disclosure and Barring Service check. This involves filling in a short form and providing proof of identity. There is no charge for this.

Anyone standing for election must be a parent of, or have parental responsibility for, a child at the school and be proposed and seconded by parents/carers who have a child at the school. The attached sheet summarises the circumstances under which someone cannot serve as a local governor.

If you would like to stand for election, please complete and submit the online form, via the link below, by midday on **Friday 18th September 2020**. Candidates are invited to provide a short personal statement (maximum of 100 words). This should include biographical information, reasons for wanting to be a parent governor and the contribution they believe they can make to the board.

[Parent Governor Application Form](#)

If the number of nominations received is equal to, or less than, the number of vacancies, the nominees will automatically be elected as parent governors. If, however, there are more nominations than vacancies, an election will be held and copies of the personal statements will be sent to all parents. Two weeks will be allowed for the return of votes. Each parent will have one vote for each vacancy, no matter how many children he or she has at the school.

Kind regards

Kim Barton
Clerk to the Governing Board

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Academies: qualifications and disqualifications to serve as an academy trustee

A person must be aged 18 or over at the date of their election or appointment. No current pupil of the academy/one of the academies in the trust shall be a trustee.

A person shall be disqualified from holding office or continuing to hold office as trustee/local committee member if:

- s/he becomes incapable by reason of illness or injury of managing or administering his own affairs;
- s/he is absent without the permission of the trustees from all their meetings held within a period of six months, and the trustees resolve that his office be vacated;
- s/he has been declared bankrupt and/or his estate has been seized from his possession for the benefit of his creditors and the declaration or seizure has not been discharged, annulled or reduced; or
- s/he is the subject of a bankruptcy restrictions order or an interim order;
- s/he is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986; or
- s/he is subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- s/he ceases to be a trustee by virtue of any provision in the Companies Act 2006;
- s/he is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision); or
- s/he is otherwise found to be unsuitable by the Secretary of State;
- s/he has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible; or to which he was privy; or which he, by his conduct, contributed to or facilitated;
- s/he has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011;
- s/he has not provided to the chairman of the trustees a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997.