**Headteacher, Abigail Hopper**

28/06/2022

Dear Parent(s) / Carer(s)

**ELECTION OF PARENT GOVERNOR**

I am writing to inform you of a vacancy for the role of parent governor on our governing board.

**The role of the governing board**

The school’s governing board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school’s educational and financial performance.

The board is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils.

**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.

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

The governing board is keen for candidates who have strong financial skills.

**Expectations of governors**

Parents Governors have to attend all Full Governing Body Meetings. Maintaining confidentiality of whatever is discussed at the meetings is of utmost importance.

Training is offered to help you understand your role and responsibilities via the London Borough of Hackney, Governance Dept and also via Governor Hub. You will be welcome to visit the school to monitor the area/link you govern. The term of office is 4 years but you may resign at any time.

**How to apply**

If you’re interested in applying for the role, please complete the candidate form attached to this letter and return to the Returning Officer, Nightingale School Board of Governors, Nightingale School by Friday 8th July 2022.

If we receive more applications than there are vacancies, a ballot will be carried out. We will inform you closer to the time if we have to do this.

If you have any queries about this process or would like to find out more about the role, please contact Mrs. Chandrika Sashidharan, Returning Officer.

If you would like to know more about the school, please feel free to join the zoom meeting with Abigail Hopper, Headteacher on Tuesday 5th July 2022 from 10:00am to 10:30am. Details of the meeting is given below:

**Join Zoom Meeting**

[**https://zoom.us/j/5854820931?pwd=YkUyU3NFamlmWFZSc3RxMVMrbG5Tdz09**](https://zoom.us/j/5854820931?pwd=YkUyU3NFamlmWFZSc3RxMVMrbG5Tdz09)

**Meeting ID: 585 482 0931**

**Passcode: 9xXCPF**

Please read the criteria thoroughly before you self-nominate or nominate another parent.

Yours sincerely

*Chandrika Sashidharan*

Mrs. Chandrika Sashidharan

Returning Officer

PARENT GOVERNOR – NOMINATION 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
* If applicable, details of your contribution to the work of the governing board during your previous term of office
* How you plan to contribute to the future work of the board
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|  |  |
| --- | --- |
| **Candidate Statement****Continued:** |  |

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

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Please complete this section if you wish to nominate someone else.**

I wish to nominate the person named below as a candidate for Parent Governor. I have approached the person. I have nominated and he/she is willing to stand for election and has signed below.

 Full Name of parent nominated: ……………………………………………………………..

 Address: ………………………………………………………………………………

 Full Name of Nominee’s Child & Year Group

……………………………………………………………………………………………………………..

My name is: …………………………………………………………………………………………..

My address is: ……………………………………………………………………………………………..

…………………………………………………………………………………………………………………..

Signature of the person making the nomination: ……………………………………

I have read the notes on disqualification and I am eligible to stand.

Signature of person nominated: …………………………………………………………

**PLEASE NOTE:**

To be valid, the completed nomination form must reach the Returning Officer, Mrs. Chandrika Sashidharan, by **4:00pm on FRIDAY 8th July 2022.**

**PLEASE NOTE: You will be asked to complete a self-declaration form and a safeguarding clearance form about your eligibility to become a school governor as part of the school’s Safeguarding procedures.**

**The school would also need to apply for a DBS for any successful candidates.**

**For this process you would need to provide photo id, address proofs and proof of right to remain in the UK for at least the full term of 4 years.**

The following notes are based on the School Governance (Constitution) (England) Regulations 2003, the Education Act 2002, Education (School Government) (England) Regulations 1999, School Standards and Framework Act 1998 and the Education Act 1998 and should be read before returning the attached forms.

No person is qualified to be a governor unless they are aged 18 or over at the date of their election or appointment.

A person is disqualified from membership of a governing body if:

1) They are already a governor at the same school.

2) They are liable to be detained under the Mental Health Act 1983.

3) Their membership of the governing body at that school has been lapsed through non-attendance.

4) If a foundation governor, LEA governor or community governor has been disqualified under paragraph 3), they are not qualified for nomination or appointment as a governor of any category at that school for 12 months following the disqualification.

5) They have been adjudged bankrupt or sequestration (confiscation) of their estate has been awarded and has not been discharged and the bankruptcy order has not been rescinded or annulled, or they have not been discharged in respect of a composition, arrangement or trust deed to creditors.

6) They have had a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1996.

7) They have been removed from office as a trustee for a charity by an order made by the Charity Commissioners or the High Court, removed under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990.

8) They are included in the list of teachers and workers with children or young persons whose employment is restricted under section 1 of the Protection of Children Act 1999; subject to a discretion of the Secretary of State under section 142 of the 2000 Act; disqualified from working with children under sections 28 and 29 of the Criminal Justice and Court Services Act 2000; disqualified from being the proprietor of any independent school or from being a teacher or other employee in any school, by virtue of an order made under sections 470 or 471 of the 1996 Act

9) They have had a prison sentence, whether in the United Kingdom or elsewhere, of not less than 3 months without the option of a fine, whether suspended or not, within the previous 5 years.

10) They have had a prison sentence of more than 2½ years within the previous 20 years.

11) They have had a prison sentence at any time of not less than 5 years.

Any conviction by or before a court outside the United Kingdom for an offence which would not have constituted an offence under the law in force in any part of the United Kingdom must be disregarded.

12) They have been convicted within the previous 5 years of an offence under section 547 of the 1996 Act or under section 85A of the Further and Higher Education Act 1992 (nuisance and disturbance on educational premises) and have been sentenced to a fine.

13) A person refuses a request by the clerk to the governing body to make an application for a police check.

**Should a person become disqualified whilst holding office or during the process to become a governor they must give written notice of this to the clerk of the governing body.**