

Dear parents and carers,

We currently have a vacancy for one parent governor and are seeking nominations for an enthusiastic and committed parent or carer to join the local governing board.

The core functions of the governing board are:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding senior leaders to account for the educational performance of the organisation, its pupils, and the performance management of staff.
- Overseeing the financial performance of the organisation and making sure its money is well spent.

The term of office for all governors is four years.

At Minchinhampton Church of England Primary Academy we always aim for positive and purposeful partnerships with parents, which undoubtedly bring important benefits to the pupils. One of the most significant ways you can help in promoting this aim is to volunteer to be a parent governor. The local governing board's main tasks are to support the school, ensure that all pupils receive a high quality education and plan for future development and improvement.

Parent governors are welcomed as valued members of the team and play a vital role in ensuring the governing board is aware of the views of parents and the local community. We are confident that there are parents prepared to volunteer to take on this key role and give their time and commitment to help us continue to develop and improve the school's performance.

Governors currently meet as a board 3 times a year and meetings usually on a Thursday start at 6.30pm and are finished around 9pm. All meetings are held at the school. If needed, additional meetings will be planned with, unless there are extraordinary circumstances, seven days' notice given. We also have 2 committees. Governors are invited to join the committee that their skills and experience match with, or they have a particular interest in. Both committees meet 3 times a year usually on a Wednesday at 5pm.

Governors are occasionally required to visit the school during the day for monitoring visits and are encouraged to support school events, where possible.

We offer new governors a comprehensive and supportive induction, and each new governor is assigned a mentor. Full training for the role is also available.

If you are interested in becoming a governor, self-nomination is acceptable – see attached form, which will need to be submitted to the returning officer by **3pm on 13th January 2023**

When nominating yourself or someone else for the role of parent governor, you are nominating the person you believe has the skills and commitment to undertake the role. You are also nominating someone you trust to represent the views of parents when working with other governors and the headteacher, to promote high standards and strategically develop the school. The parent governor's role is not to represent individual parents' views or to report back directly to parents.

Should you have any questions about the role please do not hesitate to contact me; my email address is clerk@minchgovs.net or the Chair of Governors (Stephen Draper) stephen.draper@minchgovs.net.

Please complete the attached supporting statement form, not exceeding one side of A4. If there are more nominations than vacancies, an election will be held and all parents eligible to vote will be sent a voting paper. In the event of an election, candidates supporting statements will be shared with parents eligible to vote in the format they have been submitted. It is recommended that a word-processed PDF version is submitted where possible. Handwritten submissions will not be transcribed.

Yours sincerely,

Nicky Oates
Acting Clerk to Governors

Parent governor nomination form

Please complete section one for self-nomination and refer to the information on the reverse of this form to make yourself aware of the circumstances that a person may not be permitted to stand for the role of school governor. If you are nominating someone other than yourself, please complete section two of this form, reviewing the reverse of this page to ensure that the individual in mind is suitable for the position

Section one – self nomination

I wish to nominate myself for the role of parent governor at <u>[insert name of school]</u> . I have read the information on disqualification and confirm that I am eligible to stand for election.	
Name:	
Email address:	
Child's name:	
Child's class:	
Signature:	

Section two – nominating someone else

I wish to nominate another parent for the role of parent governor at <u>[insert name of school]</u> . I confirm that I have informed the parent of my intention to nominate them and they are willing to be nominated for election.	
Nominee's details	
Name:	
Email address:	
Child's name:	
Child's class:	
Signature:	
Person being nominated	
Name:	
Email address:	

Name of child:	
Child's class:	
Signature:	I have read the information on disqualification and confirm I am eligible to stand for election.

Please return your nomination form to the **School Office** no later than **3pm** on **13th January 2023** The returning officer for this election is Nick Moss.

If there are more nominations than vacancies, an election will be held and all parents will be sent a voting paper.

Parent governor election: supporting statement.

Please complete the attached supporting statement form, not exceeding one side of A4. In the event of an election, candidates supporting statements will be shared with parents eligible to vote in the format they have been submitted. It is recommended that a word-processed PDF version is submitted where possible. Handwritten submissions will not be transcribed.

Candidate name:	
Supporting statement	

Disqualification from holding or continuing to hold office as a local governor of a DGAT academy.

The DGAT articles of association, state that ‘Articles 68 to 74, Articles 77 to 79 apply to any committee of the Directors, including a Local Governing Body, who is not a Director’. Therefore, a parent or member of staff is disqualified from holding or continuing to hold office as a local governor of a DGAT academy in the following circumstances (adapted from the DGAT Articles of Association).

- Unless they are aged 18 or over at the date of their appointment.
- If they become incapable by reason of illness or injury of managing or administering their own affairs.
- If they are absent without the permission of the Directors or other members of the Local Governing Board from all their meetings held in a period of six months and the Directors resolve that their office be vacated.
- If their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced.
- They are subject of a bankruptcy restriction or an interim order.
- If at any time they are subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2) (b) of the Insolvency Act 1986 (failure to pay under county court administration order).
- If they have 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 they were responsible or to which they were privy, or which they by their conduct contributed to or facilitated.
- If at any time they have 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.
- If they have not provided a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would in the opinion of either the Chair of the Board of Trustees or CEO confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, as referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.
- Where by virtue of the Trust Articles a person becomes disqualified from holding, or continuing to hold office as a staff local governor, and they are proposed to be a

such a governor or Director, they shall upon becoming disqualified give written notice of that fact to the Clerk.