

7 November 2019

Dear Parent/Carer

Election of Parent Governor at Gillingham St Michael's Church of England Primary Academy & Ditchingham Church of England Primary Academy

The local governing body is responsible for both the conduct of the school and for promoting high standards. The local governing body carries out its role by setting the vision for the school and then ensuring that the school works efficiently and effectively towards achieving its vision. It does this by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school, and by ensuring accountability and compliance. The local governing body of our school is made up of parent governors, Trust Appointed governors and a staff governor.

A vacancy has arisen for a parent governor on our local governing body. The local governing body is asking you to nominate someone with parental responsibility for a child at the school. If it receives more than one nomination, then a ballot will be held. Parent governors are elected by the parents or guardians of children attending the Academy. All parents or guardians of children attending the Academy are entitled to propose or second candidates and vote. Nomination papers for this purpose can be obtained at the Academy from the head teacher.

Before you decide to nominate someone, or indeed stand yourself, you may want to know a bit more about what is involved. Governors need not be experts in the field of education. What they do need is an interest in the school and in the welfare of our children and the time and willingness to get involved. The skills you have can be very useful to the local governing body. At the moment the governing body is lacking governors who have expertise in finance and premises. If you are someone with the required experience, would you consider applying? Governors also need what are known as 'soft skills' – the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to question, and to make connections between different types of information. All governors are expected to be able to read straightforward budget reports and data on school standards.

Our local governing body expects governors to

- attend 6 termly meetings of the full governing body
- sit on a committee and attend the meetings which are usually 1-2 a term
- visit the school formally for monitoring purposes at least once a term
- visit the school informally 2-3 times a year
- commit to attend training courses (online or face to face)

In return, our governing body commits to

- provide you with a structured induction
- provide access to quality training via DNEAT, the Diocese of Norwich and the National Governance Association (NGA)
- provide you with an experienced governor as mentor

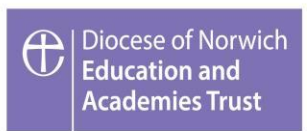
Cntd/...



Ditchingham Church of England Primary Academy
Gillingham St Michael's Church of England Primary Academy

Head teacher: Mrs Heather Brand

Email: office@gillingham.norfolk.sch.uk Email: office@ditchingham.norfolk.sch.uk



If you would like to find out more about how you can contribute to governance at our school, please email me with your contact details and I will pass on your details to the chair who will then arrange a time for a conversation.

The completed nomination papers must be returned to the above Academy by:

Thursday 21 November 2019.

If the number of nominations received is equal to the number of vacancies there will be no need to hold a ballot. If a ballot is necessary, it will be by "postal" ballot and your child will be asked to deliver and return your voting (ballot) paper. One ballot paper per parent or guardian is allowed, irrespective of how many of your children attend the Academy. Ballot papers must be returned in sealed envelopes to the Academy no later than:

Friday 29 November 2019

which will be the "date of the election".

More information is given in the notes attached and you are advised to read them carefully before taking part in the election.

Thank you for your interest, and involvement in this important process. If you have any queries regarding this election, please contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'H Brand'.

Head teacher

NOTES FOR PARENTS TAKING PART IN PARENT GOVERNOR ELECTIONS

- There will be no need to hold an election (i.e. no ballot will be needed) if the number of nominations received are equal to, or less than, the number of vacancies.
- The composition of the local governing body detailing the number of parent governors is set out in the Scheme of Delegation.
- A parent governor will have a term of office of four years.
- Any governor may resign at any time during their period of office.
- A parent governor does not have to resign when his/her child leaves the academy, but is able to complete his/her term of office.
- Parents standing as candidates in the election may not propose or second themselves.
- Each parent/guardian shall be entitled to return one ballot paper irrespective of the number of children in the family attending the academy.
- Each parent/guardian shall be entitled to vote for as many candidates as there are vacancies in the election. No arrangement shall be made for proxy voting.
- Each ballot paper must be returned by the date and time fixed by the head teacher, in a sealed envelope, addressed to the head teacher of the academy, indicating it contains a ballot paper and bearing no other mark. Any ballot papers received that are not in sealed envelopes will be invalid. The ballot papers will remain unopened in a secure place until the count commences.
- All candidates or their representatives will be invited to attend the counting of the ballot papers.
- A notice of the result of the election will be posted on the academy notice board for a period of 14 days from the "date of the election". During this period any candidate, proposer or seconder of a candidate, or any ten parents may object to the result of the election.

GILLINGHAM ST MICHAEL'S CHURCH OF ENGLAND PRIMARY ACADEMY & DITCHINGHAM CHURCH OF ENGLAND PRIMARY ACADEMY

NOMINATION PAPER FOR ELECTION OF PARENT GOVERNOR

PLEASE NOTE: Sections A, B and C must be completed. The candidate nominated and those proposing and seconding must be parents (or those with parental responsibility) entitled to vote in the election. Candidates may not propose or second themselves. Please use BLOCK CAPITALS to complete this form.

SECTION A: To be completed by the candidate

Full name and address of candidate (parent nominated for election): _____

Email address: _____

Parent of (name of pupil): _____

I agree to being nominated for election as a Parent Governor of the above named DNEAT Academy.

Signature of candidate: _____ Date: _____

Please note that space is provided overleaf for the candidate to write brief biographical details of NOT MORE THAN 250 words to go out with the ballot papers. Excess words will be deleted.

SECTION B: To be completed by the proposer (who must be a parent with children at the above named DNEAT Academy)

I (full name and address) _____

Propose (name) _____

Signature of proposer _____ Date: _____

SECTION C: to be completed by the seconders (who must be a parent with children at the above named DNEAT Academy)

Full name and address of first seconder: _____

Signature of first seconder: _____ Date: _____

Full name and address of second seconder: _____

Signature of second seconder: _____ Date: _____

GROUNDINGS FOR DISQUALIFICATION (Scheme of Delegation, Section 5)

Disqualifications (Scheme of Delegation, Section 5)

- No person shall be qualified to serve on the LGB unless he is aged 18 or over at the date of his election or appointment. No current pupil or student of the Academy shall be entitled to serve on the LGB.
- A person serving on the LGB shall cease to hold office if they becomes incapable by reason of illness or injury of managing or administering their own affairs.
- A person serving on the LGB shall cease to hold office if they are absent without the consent of the Chair of the LGB from three consecutive full meetings of the LGB and the LGB resolves that their office be vacated.
- A person shall be disqualified from serving on the LGB if:
 - their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
 - they is the subject of a bankruptcy restrictions order or an interim order.
- A person shall be disqualified from serving on the LGB at any time when he is 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).
- A person serving on the LGB shall cease to hold office if he would cease to be a director by virtue of any provision in the Companies Act 2006 or 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).
- A person shall be disqualified from serving on the LGB if 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.
- A person shall be disqualified from serving on the LGB where 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 (persons disqualified from being charity trustees or trustees of a charity) of the Charities Act 2011.
- After the Academy has opened, a person shall be disqualified from serving on the LGB if he has not provided to the Directors 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 chairman or the Headteacher confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a 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 this Scheme, a person becomes disqualified from serving on the LGB; and he was, or was proposed, to so serve, he shall upon becoming so disqualified give written notice of that fact to the Directors.
- This clause 5.6 [and paragraph 2 of Appendix One] shall also apply to any member of any committee of the LGB who is not a member of the LGB.

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

NOMINATED CANDIDATE'S STATEMENT

This will be included with the ballot papers should an election be required.
Please state briefly why you wish to be a parent governor of this DNEAT Academy. You may wish to detail any skills and experience you have that you feel might be relevant.
250 words maximum – excess words will be deleted.

Statement of _____

Candidate for Parent Governor at _____
