



IRCHESTER COMMUNITY PRIMARY SCHOOL

SCHOOL LANE, IRCHESTER, NORTHANTS, NN29 7AZ

TELEPHONE: 01933 353848 FAX: 01933 350479

Headteacher: Mrs Julia Alison B.Ed., M.A.

**email: head@irchester.northants-ecl.gov.uk
Website: <http://www.irchester.northants.sch.uk>**

Dear Parents

22 March 2017

Nomination for Parent Governor – 1 Vacancy

Due to the resignation of a Parent Governor from our Governing Body we will be electing a new parent governor to join the governing body from 1 June 2017. Our parent governors are very valuable members of the governing body. We rely on them to help us to keep in touch with what parents are thinking.

Governing bodies are responsible for a wide range of matters. Their duties include management of the school budget, school effectiveness, preparation for OfSTED inspection, and strategic school improvement planning, plus involvement in a variety of personnel and pupil issues. In your role as a school governor, you will be supported in these duties by other experienced members of the governing body, the head teacher, the clerk to the governors and the County Council. No previous experience of being a school governor is required and training will be available to new governors to familiarise them with the role.

The governing body works together as a group, meeting at least once a term (6 meetings a year held in the evenings 6:00pm – 8:00pm). You will also be expected to join one of our sub-committees and attend meetings for these committees at dates agreed by the committee members during the school year. As a governor, you will normally hold office for a period of four years, even if your child leaves the school during this time. You can, however, resign from the governing body at any time. The governing body expects all governors to attend training and agree to the Governors' Code of Conduct. You may, from time-to-time, be invited into school to attend additional events and may also be included in recruitment interviews for potential new staff.

In line with good practice, all governors at our school are expected to complete a DBS (Disclosure and Barring Service) check as part of the induction process. The aim of this check is to protect children from abuse of any kind.

Parents from ethnic minorities and with disabilities are generally under represented on school governing bodies in the county. The school would like to encourage nominations from underrepresented groups in our community.

Anyone who has parental responsibility for a pupil on the school roll at the time of the election can stand for election and can vote in the election. ***Please find attached a copy of the Disqualification Regulations for your information.***

If you would like to be a governor please complete the nomination form and declaration on page 3 of this letter. If you received the letter by e-mail and are unable to print out the forms paper copies will be available from the school office.

If you wish you can include a few details about yourself and why you would like to become a governor and how you meet the skills and attributes that the Governing Body are looking for please complete the attached forms. This will then be circulated to all parents to help them decided who to vote for. You do not

have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election. An election will be held if more nominations are received than the number of vacancies.

All nominations should be sent in to the school office by 3.30pm on Friday 21 April 2017. Every nomination must be signed.

Should there be more than one nomination, on Wednesday 26 April 2017 we will send out ballot papers with the names of the candidates and their details. We send the printed ballot forms home with the children so please watch out for the letter. Each parent will have one vote per vacancy regardless of the number of children you have in the school. The ballot is secret; you can send or post the ballot papers back in a sealed envelope, or drop it into the ballot box outside the school office. All the votes must be received by 3.30pm on Monday 8 May 2017.

Voting forms will be counted on Monday 8 May 2017 in the presence of an impartial witness and nominees are welcome to attend the count. Notification of the successful candidates will be made to all parents by Thursday 11 May 2017.

Please think about becoming a governor or encouraging others as we need committed parent governors.

If you would like to talk to one of the governors about any of these issues please talk to Mrs Julia Alison, head teacher, or contact Mrs Julie Lea (Chair of Governors – jlea.irchester.northants@dbprimary.com) or Mrs Jo Thom (Family Link Worker – jthom.irchester.northants@dbprimary.com).

Yours sincerely

Mrs J Alison
Headteacher

Mrs J Lea
Chair of Governors



Nomination Form

Election for a parent governor at Irchester Community Primary School

Name: _____

Children in year(s): _____

Pen Portrait - How I meet the skills required by the Governing Body (100 words maximum)

I am willing and eligible to stand for election as a parent governor at Irchester Community Primary School.

I have read the rules regarding the eligibility to become a governor which I received with the nomination form.

Full name (please print).....

Address.....
.....

Telephone.....

Signed:.....

Disqualifications

The School Governance Constitution Regulations 2012

You should be:

- aged 18 or over at the date of this election or appointment

You should not:

- have been paid to work at the school for more than 500 hours (i.e. for more than one-third of the hours for a full-time equivalent) in any consecutive twelve months period at the time of election or appointment as a parent governor
- fail to attend the governing body meetings – without the consent of the governing body – for a continuous period of six months, beginning with the date of the first meeting missed without the consent of the governing body
- be the subject of a bankruptcy restrictions order or an interim order
- have had your estate sequestrated and the sequestration not discharged, annulled or reduced
- have been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commission or Commissioners or the High Court on the grounds of any misconduct or mismanagement or, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 (f), from being concerned in the management or control of any body
- be the subject of a disqualification order or undertaking under the Company Directors Disqualification Act 1986, a disqualification undertaking under the Company Directors Disqualification (Northern Ireland) Order 2002 or an order made under section 429(2)(b) of the Insolvency Act 1986
- be included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
- be subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008
- be disqualified from working with children or from registering for child-minding or providing day care
- be disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- have been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor
- have received a prison sentence of two years or more in the 20 years before becoming a governor
- have at any time received a prison sentence of five years or more
- have been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor
- refuse request by the clerk to make an application to the DBS for a criminal records certificate, if this is a justifiable requirement of the governing body