

Kingston St Mary Church of England Primary School

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18 September 2009

Dear Parent or Guardian

Election of Parent Governor at Kingston St Mary School

A vacancy has arisen for a Parent Governor on the governing body at Kingston St Mary school. Schools need enthusiastic and committed people to become governors. Being a governor is not easy, but it is important, interesting and satisfying. Governors have the opportunity to express their own views, to listen to the views of other representing the school and its community and to influence pupils' education for the better.

As a school governor you would be part of a team (the governing body) with a range of important responsibilities. Governors work in partnership with school staff to shape the future of the school, to decide the key issues that will help staff to raise standards and to determine how the school will best spend its money to achieve these aims.

Although Parent Governors are voted for by the parents of the school they are not delegates, nor do they always have to act as a spokesperson for the parents. In our school the term of office for Parent Governors is four years as laid down in our Instrument of Government. Parent Governors are not required to resign once their children have left the school, but may serve out the rest of their term of office.

Governors don't need qualifications, just the desire to make a positive contribution, show interest, and time – probably a couple of evenings a month – and the opportunity to visit the school 'at work' during the school day from time to time. You may find it useful to contact our Chair of Governors David Clews, 01823 451489 for a further discussion. You may also wish to contact the Education Department of the Diocese of Bath and Wells on 01749 670777 or email tess.robinson@bathwells.anglican.org). A copy of "A guide for prospective school governors in Dorset and Somerset" can also be obtained from the school office.

Somerset Governor Services provides a comprehensive development programme of courses, workshops and other events for all governors – new and more experienced – at a range of locations across the County, on request, at our school and some topics are now available by distance/open learning. Our school also allocates an experienced governor to act as a mentor for any newly appointed colleague.

If you would like to be a candidate, please complete the slip overleaf and return it to the school NOT LATER THAN **Thursday 24th September**. It would be helpful if you could enclose some factual details about yourself and why you wish to become a governor (not more than 75 words please). You will be notified of the election period in due course.

- If the number of candidates **exceeds** the current vacancy/vacancies, an election will be required and voting slips and details of how to vote will be brought home to you by your child/children.
- If the number of candidates is **equal to** the current vacancy/vacancies, the candidates are deemed to be "elected unopposed".
- If the number of candidates is **less than** the current vacancy/vacancies, the remaining vacancy/vacancies can be filled by persons APPOINTED by other members of the



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We all strive to do our best, as we live, love and learn together



governing body. These persons must be parents of school age children but not, necessarily, from this school.

A notice giving the name(s) and addresses(s) of the new Parent Governor(s) will be placed outside the main school entrance. All enquiries about this election should be made to **Mrs Stephanie Hoare**, the Returning Officer at the school.

The attached sheet lists the situations which disqualify you from serving as a school governor. In addition, you are disqualified from election or appointment as a Parent Governor if you are an elected member of the local education authority, or if you work at our school for more than 500 hours in a school year at the time of your election or appointment. All governor appointments are subject to an Enhanced Criminal Records Bureau Clearance which is handled by the local authority once the election/appointment procedure has taken place.

Yours sincerely

Mrs Stephanie Hoare, Returning Officer and Clerk to Governors

To the Returning Officer Kingston St Mary School

I,(Full name in block capitals)

Address:

.....

wish to stand for election as a Parent Governor of the above school.

Signed: Date:

This nomination is proposed by

(Signed) and seconded by

(Signed)

Both of whom are parents/guardians of pupils registered at the school



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The following situations disqualify a candidate from serving as a school governor

- Aged less than 18 at the date of election or appointment
- Already a governor of the same school
- Are at any time during their period of office detained under the Mental Health Act 1983
- Fail to attend the governing body meetings for a continuous period of six months, beginning from the date of the first meeting they fail to attend, without the consent of the governing body.
- An ex-officio governor specified in the instrument of government of more than two schools
- A bankrupt or subject to a disqualification order
- Have been removed from the office of a charity trustee or trustee for a charity
- Included in the list (List 99) of teachers and workers with children or young persons whose employment is prohibited or restricted
- Disqualified from working with children
- Disqualified from being the proprietor of any independent school or for being a teacher or other employee in any school
- Have been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a governor or since becoming a governor
- Have received a prison sentence of 2.5 years or more in the 20 years before becoming a governor.
- Have been subject to a sentence of imprisonment for a period of not less than five years at any time in the past
- Subject to a disqualification order under the Criminal Justice and Court Services Act 2000.
- Refuse to an application being made to the Criminal Records Bureau for a criminal records certificate.
- Have been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a governor.



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