

 St. Francis’ Catholic Primary School

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|  | The HillHorns Lane GoosnarghPRESTON LancashirePR3 2FJ[www.stfranciscatholicprimaryschool.co.uk](http://www.stfranciscatholicprimaryschool.co.uk)head@st-francis.lancs.sch.uk |  |

Miss S Deakin HEADTEACHER Tel: 01772 865369

**Governing Body of St.Francis’ Catholic Primary School Parent Governor Election - Nominations**

Dear parent/carer,

I am writing to let you know that a vacancy has now arisen for one parent governor to serve on the Governing Body.

Becoming a governor is very rewarding and worthwhile experience. Effective governors do not need educational expertise but do need to be committed to their school, willing to ask questions and offer appropriate challenge and support.

They also need to be able to work as an enthusiastic member of the governing body team with the aim of raising and maintaining high educational standards for all children. Governors are asked to act with integrity, honesty and objectivity and act at all times in the best interests of the school.

The prime focus of the Governing Body is to develop the strategic direction of the school, be accountable to stakeholders and to ensure that financial resources are spent appropriately. You will be expected to attend three full governing body meetings a year which normally take place on Wednesday evenings (6.00pm – 8:00pm) and to sit on at least one governing body sub-committee which meet up to three times a year. All governors are expected to undertake regular training and you will be required to attend governor induction training provided by the Local Authority.

Governors also have a number of opportunities to access training or development to develop and enhance their knowledge and skills.

It is important to note that governors are elected or appointed to bring the experience of that individual as a member of the governing body. Once elected, parent governors are a representative parent but not a delegate. This means they are not expected to report back to parents on any matters relating to the school or governing body without prior consent from the governing body.

The Governing Body welcomes nominations from individuals with the following skills or experience:

governance experience / data analysis / finance management / human resource management / local community knowledge / community services / premises & buildings management / commercial / special needs awareness / health and safety / leadership and management / marketing and PR / fundraising.

I am therefore inviting you to consider standing in the election to become a parent governor. Before completing the attached nomination form, please remember that:

(a) a person nominated must be a parent/carer of a pupil registered at the school;

(b) a person nominated must sign the form to show that he/she is willing to be a governor;

(c) a parent/carer cannot stand for election if they work at the school for more than 500 hours in

a twelve month period or if they are an elected member of the local authority;

(d) a person nominated should complete the enclosed declaration of eligibility form and sign to

say that they are not disqualified from being a governor;

(e) every eligible parent is entitled to vote in a ballot process;

(f) the term of office for a parent governor shall be 4 Years;

(g)all nominations must be returned to the school by **4.00 p.m. on** Friday 26th April 2019.

Following receipt of all nominations by the stated closing date and time, if there are the same numbers of nominations as positions available, those parents will be duly elected. If however there are more nominations than positions available, a secret ballot will be held. Therefore, all nominees are asked to provide a personal statement about themselves to assist with the voting process.

All newly elected and re-elected governors must complete a declaration of eligibility form to certify that they are not disqualified from being a governor. To ensure from the outset that candidates are eligible, the person nominated is asked to read and sign a pre-appointment declaration of eligibility form.

If you are considering standing in the election and would like some further information (on the work involved in being a Governor, for example) please do not hesitate to contact me. You can find out more about the roles and responsibilities of School Governors by following the link below.

<https://www.lancashire.gov.uk/children-education-families/schools/become-a-school-governor/>

Yours sincerely

**Miss. S Deakin**

**Head Teacher**

**NOMINATION FORM FOR ELECTION OF PARENT GOVERNOR**

Name of person nominated:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone and Email Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am the parent/carer of a child at the­­­­­­­­­School and I am willing to serve as a Governor if elected. I understand the commitment involved and will endeavour to attend training to assist me in the role.

I have read the Declaration of Eligibility and can confirm that to the best of my knowledge am not disqualified from election as a governor.

Signature of nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL STATEMENT**

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| My Skills and Experience: *(up to 100 words)* |
| My Contribution to the Governing Body to date has been: *(for governors seeking re-election – up to 100 words)* |
| My contribution to the future work of the Governing Body may include: *(up to 100 words)* |

**DECLARATION OF ELIGIBILITY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title:** |  | **First Name:** |  | **Surname:** |  |

|  |  |
| --- | --- |
| **Address:** |  |
|  |  | **Postcode:** |  |
| **Home Tel:** |  | **Work Tel:** |  |
| **Mobile:** |  | **Email:** |  |
| **Date of Birth:** |  |  |  |

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| **1. Appointment Details** |

**Governor Position Applied for:**

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| --- | --- | --- |
| Parent Governor |  |  (Please check as appropriate) |
| Staff Governor |  |  |
|  **School/Academy/PRU:** |  |

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| **2. Declaration** |

Governor qualifications and disqualifications as per the Schedule 4 of the School Governance (Constitution) Regulations 2012

**I declare that:**

**I am** aged 18 or over at the date on this form;

**I do not** already hold a governorship of the same school;

**I am not** disqualified on grounds of non-attendance at governing body meetings;

**I am not** subject of a bankruptcy restrictions order, an interim bankruptcy restriction order,

debt relief restrictions order or an interim debt relief restrictions order, **nor is** my estate subject

to a sequestration order, **nor am I** subject to a disqualification order or disqualification

undertaking under the Company Directors Disqualification Act 1986, Part 2 of the Companies

(Northern Ireland) Order 1989, the Company Directors Disqualification (Northern Ireland)

Order 2002 or under section 429(2)(b) of the Insolvency Act 1986;

**I have not** been removed from the office of trustee for a charity by an order made by the

Charity Commissioners or the High Court on the grounds of any misconduct or

mismanagement in the administration of the charity **nor**, under section 34 of the Charities and

Investment (Scotland) Act 2005, from being concerned in the management or control of any

body;

**I am not** included in the list kept under S.1 of the Protection of Children Act 1999 of persons

considered as unsuitable to work with children and young people; **nor am I** subject to a

direction under S.142 of the Education Act 2002; **nor** **am I** disqualified from working with

children under S.28 and S.29 of the Criminal Justice and Court Services Act 2000; **nor am I**

disqualified from registration for child minding or providing day care; **nor am I** disqualified from

registration under Part 3 of the Childcare Act 2006;

**I have not**, in the five years prior to or since becoming a governor, been convicted in the U.K.

or elsewhere of an offence and received a sentence of imprisonment, suspended or not, for a

period of three months or more without the option of a fine;

**I have not**, in the twenty years prior to becoming a governor, been convicted in the U.K. or

elsewhere of an offence and received a sentence of imprisonment for a period of two and a

half years or more;

**I have not**, at any time, prior to becoming a governor, been convicted in the U.K. or elsewhere

of an offence and received a sentence of imprisonment for a period of five years or more;

**I have not,** in the five years prior to or since becoming a governor, been convicted and fined for an offence

of nuisance and disturbance on school premises.

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| **Signed:** |  | **Date:** |  |