



Windsor Park CE Middle School

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Dear Parents/Carers

We have a vacancy for a parent governor. I am writing to inform you of the election arrangements and to invite you to stand for election. Parent governors are appointed for a period of four years, irrespective of whether their children remain in school during that period.

Being a governor is an important role in the life of the school as they work with the head teacher in setting the overall direction of travel for the school. Governors take an interest in the ways the school maintains high standards and they support the head teacher and school leadership team as they lead the school.

Parents who are willing and eligible to stand as a candidate for election should complete a nomination form (attached). The nomination form then needs to be signed by the candidate and two other parents. Parents of all children currently registered at the school are entitled to stand for election or to nominate others. For these purposes 'parent' includes a step-parent, guardian or other persons having parental responsibility.

Please note that you will not be allowed to stand for election as a parent governor if any of the following criteria are applicable:

- You are employed at this school for more than 500 hours in a consecutive twelve month period (i.e. more than one third). You will, however, be entitled to vote in the election.
- You are an elected member of the Local Authority (Staffordshire County Council).

Prospective governors should satisfy themselves that they are not disqualified from being a school governor in general and that they meet the eligibility criteria for being a Parent Governor at the school.

You should note that the governing body has a code of conduct and that any new governor will be expected to sign up to and adhere to that code. You should also be aware that your duties as a governor require you to have a DBS (Disclosure & Baring Service) check; this will reveal information about previous cautions and convictions.

A completed nomination form must be returned to the school no later than 9:00am on Friday 18th May 2018. Please can candidates submit a brief statement about themselves of no more than 200 words. Should a vote be required, this statement will be distributed to all parents to help them to make their decision.

As soon as possible following the closing date for nominations and if there is more than one nomination for each post, all parents will be sent a ballot paper giving details of each of the candidates. Parents will be asked to indicate their preference as appropriate and return the ballot paper to the school office no later than the date shown. To comply with statutory regulations the ballot will be conducted in secret. All candidates will be invited to attend the count although it will not be invalidated if they do not attend. The results of the ballot will be posted on the school website following the count.

Yours sincerely

A handwritten signature in black ink, appearing to read 'L Wilbraham-Jones', with a horizontal line extending from the end of the signature.

Mrs Wilbraham-Jones
Headteacher

YOU CANNOT BE A GOVERNOR IF:

- You are under 18 at the time of your election or appointment or you are a registered pupil at the school; or
- You are already a governor of a different category at the same school; or
- You have been detained under the Mental Health Act 1983 during your period of office; or
- You have failed to attend 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 (not applicable to ex officio governors); or
- You are subject to a bankruptcy restriction order or an interim order; or
- You have had your estate sequestrated and the sequestration order has not been discharged, annulled or reduced; or
- You are subject to:
 - i. a disqualification order or disqualification undertaking under the Company Directors Act 1986;
 - ii. a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989;
 - iii. a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002;
 - iv. an order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order); or
- You have been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 32 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of any body; or
- You are included in the list of people considered by the Secretary of State as unsuitable to work with children; or
- You are disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002; or
- You are disqualified from registration for childminding or providing day care; or
- You are disqualified from registration under Part 3 of the Childcare Act 2006; or
- You have received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor; or
- You have received a prison sentence of two and a half years or more in the twenty years before becoming a governor; or
- You have, at any time, received a prison sentence of five years or more; or
- You 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; or
- You refuse to allow an application to the Disclosure & Barring Service for a DBS check.

FREQUENTLY ASKED QUESTIONS FOR PROSPECTIVE PARENT GOVERNORS:

What is the composition of the Local Governing Body?

There are 15 governors: one staff, the head teacher, three parents (one vacancy), three foundation (one vacancy) and seven co-opted.

What do governors actually do?

Governors are responsible for the strategic direction of the school: they make long term decisions about the progress and development of the school. Governors help to appoint senior staff; they make recommendations about the school's budget; they decide on policies for the school and monitor pupil achievement and attendance. Governors ensure the school provide the highest standard of education for every child.

How much time will it take up?

Meetings of the Local Governing Body are held four times a year from 5:30pm and last for approximately 2½ hours. In addition you may be required to attend committee meetings and training by prior arrangement. You will need to spend some time reading the agenda, minutes and other papers to prepare for a meeting.

Can I get help to understand what happens at meetings?

Yes. The chair will meet new governors before their first meeting to introduce themselves, the school and the process of meetings. You will also have a new governor 'mentor'.

Can I talk to parents or other people about what goes on in meetings?

Governors are asked to sign a Code of Conduct when they join. You can talk about matters in a very general way, but you must not identify any individual members of staff or any child. The governing body acts as a 'corporate body' and you must not talk about any differences of opinion during a meeting. Part of the agenda is designated strictly confidential and you must not talk about anything discussed in that section.

Do I get paid for being a governor?

No. All school governors are unpaid volunteers.

What are the benefits of becoming a governor?

You will learn how the school manages its budget, personnel, buildings and resources; and how school policies are developed.