

1st February 2022



Dear Parent(s)/Guardian(s)

Re: Parent Governor Vacancy

The governing board is responsible for both the conduct of the school and for promoting high standards. The governing body carries out its role by setting the vision for the school and then ensuring that the school runs 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 governing board of our school is made up of parent governors and co-opted governors.

A vacancy has arisen for a parent governor on our governing board. **The vacancy will be open from Tuesday 1st February to all eligible parents from Reception – Year 6.** The governing board is asking you to nominate someone with parental responsibility for a child at the school. If more than one nomination is received, then a ballot will be held.

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 governing board. At the moment, the governing board is lacking governors who have expertise in education, premises and/or project management, but a wide variety of other skills are also very welcome. Governors also need what is 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.

Our governing board expects governors to:

- attend a total of six meetings per year - three full governing board meetings and three termly committee meetings
- regularly visit the school formally for monitoring purposes
- commit to attend training courses, perform additional research as required and take part in monitoring at least one area within the school

In return, our governing board commits to

- provide you with a structured induction
- provide access to quality training
- provide you with an experienced governor as mentor

If you would like to know more about the role of a Parent Governor or the appointment process you are welcome to contact the Clerk to the Governors via email at louise.collinge@cheshireast.gov.uk.

You might also like to look at the information for prospective governors on the Department for Education website: <https://www.gov.uk/government/publications/governance-handbook>

Please note that for the protection of children all governor appointments are subject to a vetting process and identity check.

If you would like to put yourself forward as a candidate, please complete and return the attached documents by **Tuesday 15th February 2022**. Your nomination should be accompanied by a short personal statement which should include:

- evidence of the extent to which you possess the skills and experience the governing board desires;
- your commitment to undertake training to acquire or develop the skills to be an effective governor;
- how you plan to contribute to the future work of the governing board.

If it is necessary for there to be an election, I will contact you to let you know about the arrangements.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Sharpe', written in a cursive style.

Mr William Sharpe

Headteacher

head@thequinta.cheshire.sch.uk

Enclosed:

- Nomination form
- Eligibility Self Declaration Form



Parent Governor Election

Nomination Form

Name:	
Address:	
The above-named person has a child at the school, is willing to serve if elected and is hereby nominated to stand for election.	
Nominated by* (name in capitals and address)	
Signature of nominee:	
Date:	

N.B. Completed nomination forms must be returned to Head Teacher Mr William Sharpe head@thequinta.cheshire.sch.uk by 15th February 2022.

* Self-nomination is acceptable.

Personal statement

The nominee should use the back of this form to complete their **personal statement**.

The statement should provide a brief description/background and set out your:

- skills and experience
- commitment to undertake training to acquire or develop the skills to be an effective governor;
- and how you could support the future work of the governing board.

This description should not be more than 200 words long and will be included on the voting paper if a ballot is held.

Personal Statement

Name of nominee: _____

SCHOOL GOVERNOR ELIGIBILITY DECLARATION FORM

Please answer each question by ticking in the relevant column on the righthand side

	Y E S	N O
Are you aged 18 or over at the date of this election or appointment?		
Have you been disqualified as a governor at this school for failing to attend governing board meetings for a continuous period of six months, beginning with the date of the first meeting missed, without the consent of the governing board? <i>Note: This does not apply to Headteachers</i>		
Have you been removed from a post as a governor by a governing board within the previous 5 years? <i>A person is disqualified from holding office as a governor in any school until the date immediately after the fifth anniversary of the date of their removal (The school governance constitution and federations England amendment regulations 2017).</i>		
Has your estate been sequestrated (temporarily repossessed) and the sequestration not been discharged, annulled or reduced?		
Are you the subject of a bankruptcy restrictions order or an interim order: debt relief restrictions order or interim order?		
Are you subject to: a disqualification order or disqualification undertaking under the Company Directors Act 1986; a disqualification order under the Companies (Northern Ireland) Order 2002; a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002 or an order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order)?		
Have you been removed from the office of a 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 in the administration of the charity for which you were responsible or to which you were privy or to which you contributed or to which you facilitated by your conduct?		
Have you been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of anybody?		
Are you included in the list kept under section 1 of the protection of Children Act 1999 (list of those considered by the Secretary of State as unsuitable to work with children)?		
Are you subject to a direction of the Secretary of State under section 142 of EA 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction)?		
Are you barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006?		
Are you disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000?		
Are you disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care or disqualified from registration under Part 3 of the Childcare Act 2006?		
Have you , in the five years prior to becoming a governor, or since becoming a governor been sentenced to three months or more in prison (whether suspended or not) without the option of a fine?		
Have you , in the twenty years prior to becoming a governor, received a prison sentence of two and a half years or more?		
Have you , at any time, received a prison sentence of five years or more?		
Have you been fined, in the five years prior to becoming a governor or since becoming a governor, for causing a nuisance or disturbance on school or education premises?		
Are you employed to work at the school or on a contract for services at the school and work for more than 500 hours a year?		

Signature: _____

Date: _____

This form should be returned to Head Teacher Mr William Sharpe at the school by 15th February 2022.

NOTE: if there are any parts of this form that you cannot answer, cannot sign or which you have questions about, please contact the Clerk to Governor, Louise Collinge louise.collinge@cheshireeast.gov.uk who will be willing to advise you.