

**Broad Street  
Woodborough  
Pewsey  
Wiltshire  
SN9 5PL**



**Telephone & Fax: 01672 851305  
E-mail: [admin@woodborough.wilts.sch.uk](mailto:admin@woodborough.wilts.sch.uk)  
[www.woodboroughprimary.org.uk](http://www.woodboroughprimary.org.uk)  
Headteacher: Mrs S. Brewis, BA (Hons)**

28<sup>th</sup> April 2017

Dear Parent/Carer

### **VACANCY FOR PARENT GOVERNOR**

I am writing to advise you that we currently have a vacancy for a Parent Governor as the current term of one of our Parent Governors has come to an end. The constitution of Woodborough CofE School Governing body requires two parent governors (the members are listed here: <http://woodboroughschool.org/our-school/governors/>). We would like to welcome and encourage all parents (or people with parental responsibility) of registered students to consider nominating themselves to fill the vacancy.

Parent governors are elected by and from other parents and are vital to our governing body. They share equally with other governors the responsibility for carrying out the governing body's wide range of responsibilities. Governors do not run the school day to day, as the role is at the strategic or policy-making level in the school. You do not have to be an expert on education to be a school governor; your role would be as a typical parent bringing a parent's perspective to the running of the governing body and the school. We value the experience that all governors bring to the role, although we would particularly encourage those with professional experience in HR, Safeguarding or SEN, communications and finance to apply.

If you join our governing body, you will serve for a four-year term and you can continue to the end of the term of office even if your child/children leave the school. Being a governor does take up time. There are usually six governing body meetings each year, held on a Thursday at about 7pm. Additionally, governors serve on committees at which much of the work is done; the committees currently meet on a Tuesday or Thursday at 7pm.

You will need to set aside time to be able to be an effective governor: time to prepare for meetings, for visiting the school, undertaking training and updating. For any further information about governance at our school please contact me via the school office, and I will be happy to answer your questions or have a call/meeting to discuss further.

All those who have parental responsibility and are over the age of 18 are eligible to stand for election, including parents who work at the school provided that they work for less than 500 hours per year when they are elected.

“Parent” is defined as including “any individual who has or has had parental responsibility for, or cares or has cared for, a child or young person under the age of 18”. It includes a person who the child lives with and who looks after the child, irrespective of what their relationship is with the child. This must be someone involved in the full-time care of the child on a settled basis.

There are some circumstances that disqualify an individual from serving as a school governor, please read the attached list of disqualifications. Please also note that all Governors at Woodborough School are requested to undertake a DBS check, inclusive of by association checks.

If you would like to put your name forward, please complete the attached official nomination form and write a brief personal statement (200 words maximum) to support your nomination. The statements of all candidates will be typed in a standard format and circulated to all parents with ballot papers in the event of an election.

- If the number of nominations is the same as or less than the number of vacancies, all candidates will be elected unopposed.
- If there are more nominations than vacancies, an election will take place.

If you would like to apply please complete and return the attached nomination form to Cath Poole, Clerk to Governors, via the school office, by noon, Friday 19<sup>th</sup> May. If it is necessary for there to be an election, we will contact you to let you know the arrangements.

Yours sincerely

Tim Atkins  
Chair, Woodborough School Governing Body.

## QUALIFICATIONS AND DISQUALIFICATIONS

Schedule 4 (regulation 17) of the Constitution Regulations covers the qualifications and disqualifications of governors.

A governor must be aged 18 or over at the time of his or her election or appointment and cannot be a registered pupil at the school. A person cannot hold more than one governorship at the same school.

A person is disqualified from holding or continuing to hold office as a governor of a school if, in summary, that person:

- is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions order; debt relief restrictions order; an interim debt relief restrictions order; or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced;
- is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification 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 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
- has been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body
- is included in the list of people considered by the Secretary of State as unsuitable to work with children or young people
- is barred from any regulated activity relating to children
- is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008
- is disqualified from working with children or from registering for child-minding or providing day care
- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State

- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (without the option of a fine) in the five years ending with the date preceding the date of appointment/election as a governor or since becoming a governor
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of two and a half years or more in the 20 years ending with the date preceding the date of appointment/election as a governor
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more
- has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years ending with the date immediately preceding appointment/election or since appointment or election as a governor
- refuses a request by the clerk to make an application to the Disclosure And Barring Service for a criminal records certificate.

**Anyone proposed or serving as a governor who is disqualified for one of these reasons must notify the clerk to the governing body.**

# **NOMINATION FORM**

**Election for a parent governor for Woodborough School**

Name:

Address:

Email address:

Telephone Number(s):

Children in Year(s):

**Why I would like to be a parent governor (in no more than 200 words):**

**I have read the list of disqualifications and am willing and eligible to stand for election as a parent governor at Woodborough School**

**Full name:**

**Signed:**

.....

**Date:**