

Our ref HHU/dg

12 December 2016

Dear Parent/Carer,

The Governing Body at The Derby High School has Parent Governor vacancies. Our Parent Governors are extremely valuable members of the Governing Body, acting as representative parents they bring the views of parents to discussions and school policy making.

You are invited by the Governing Body to *nominate someone with parental responsibility for a child at the school* for the role of Parent Governor of The Derby High School. This can be a self-nomination. Please return nomination forms in an envelope or by email to the attention of the Headteacher, Ms Hubert, using the attached form by **12.30pm on Monday 19th December**. Please provide a few words about the candidate, why they would like to be a Parent Governor and what skills they can bring to this position. If you would like extra copies of the nomination form, please contact the school office.

If the Governing Body receives more nominations than there are places, then a ballot will be held. Anyone who has parental responsibility for a pupil on the school roll at the time of election can self-nominate, stand for election and vote in the election. A parent who works for the school for 500 hours or more per year or a parent who is an elected member of the local authority (Town Councillor) is not eligible to stand for election, but they are permitted to vote. If insufficient parents stand for election the Governing Body can appoint nominated parents to the team. The term of office for a Parent Governor is four years.

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 take part in training and get involved. We would welcome nominations from parents with a variety of skills which would be useful to the school.

In the new year we will inform parents about the details of Parent Governor nominations. If an election is necessary, we will send ballot forms home with the children with the names of the candidates and their details. The ballot is secret.

The Governing Body is responsible for:

- the conduct of the school and for promoting high standards;
- setting the vision for the school and ensuring that the school works efficiently and effectively towards achieving its vision;

- building a thorough knowledge of the school and its community;
- supporting and constructively challenging the school;
- ensuring accountability and compliance.

The Derby High School's Governing Body is made up of parent governors, staff governors, local authority governors and co-opted governors.

Before you decide to nominate someone, or indeed stand yourself, you may want to know a bit more about what is involved. The Derby High School's Governing Body expects governors to:

- attend one termly meeting of the full governing body;
- sit on sub-committees and attend the meetings which are usually once a term;
- act as a 'link governor' for one area of school work, requiring at least one visit to the school each year
- commit to attend training, perform additional research and take part in monitoring of areas involved with your link area or with your committees.

In return, our governing body commits to:

- provide you with a structured induction
- provide access to quality training via Bury LA and our in-house support
- provide you with an experienced governor as mentor
- provide informal feedback on your contribution to the governing body on a bi-annual basis.

If you would like to find out more about how you can contribute to governance at our school, please email the Clerk to Governors, Mrs Julie Ingham (derbyoffice@bury.gov.uk) with your contact details and she will pass on your details to one of our experienced governors who will then arrange a time for a conversation.

This is an exciting time in the development of our school and we are keen to engage our parents in the work we do.

We look forward to hearing from you

Yours faithfully

Col Eric Davison
Chair of Governors

Ms C H Hubert
Headteacher

NOMINATION FORM FOR PARENT GOVERNOR ELECTIONS - GOVERNING BODY OF THE DERBY HIGH SCHOOL

Please complete one of the two forms below.

Either

NOMINATION OF YOURSELF FOR PARENT GOVERNOR

I wish to nominate myself as a parent governor.

I confirm I am a parent/carer of a registered pupil at the school, that I accept the nomination and would not be disqualified from holding office as a governor of the school if elected.

I understand that this appointment is subject to a criminal record check and, if elected, I agree to this being carried out.

I acknowledge that all new parent governors are required to complete a Declaration Form.

Name (Please print): _____ Signed: _____ Date: _____

Child's Name _____ Form _____

Or

NOMINATION OF ANOTHER PARENT AS PARENT GOVERNOR

I wish to nominate another parent to be a parent governor.

Nominee's name: _____

Nominee's child: _____ of Form _____

I confirm I am a parent of a registered pupil at the School.

Name (Please print): _____ Signed: _____ Date: _____

Child's Name _____ Form _____

Please complete below a short statement about the candidate, interest in the school and the skills that can be brought to this position.

Name and Address

Personal Statement

Disqualification from Holding Office as a School Governor

Schedule 6 of the School Governance (England) Constitution Regulations 2007 outlines the circumstances which render someone **ineligible from holding office (or continuing to hold office) as a school governor in England**. In summary someone is disqualified from becoming or continuing to be a school governor if he/she:

- is a registered pupil at the school;
- is under 18 at the date of election or appointment;
- is detained under the Mental Health Act 1983(a);
- without the consent of the governing body, fails to attend their meetings for a continuous period of six months beginning with the date of the first such meeting;
- has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced;
- is the subject of a bankruptcy restrictions order or an interim order;
- is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986 or under Part 2 of the Companies (Northern Ireland) Order 1989(c), or a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002(d); or (d) an order made under section 429(2)(b) of the Insolvency Act 1986(e) (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 Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he/she was responsible or to which he/she was privy, or to which he contributed or which he facilitated by his conduct; or
(b) he has been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005(a) (Powers of Court of Session), from being concerned in the management or control of any body.
- is disqualified from working with children;
- within the previous **five years** has been convicted of any offence and has had passed a sentence of imprisonment (whether suspended or not) for a period of not less than **three months** without the option of a fine.
- within the previous **twenty years** has been convicted of any offence and has had passed on him/her a sentence of imprisonment for a period of not less than **two and a half years**.
- **at any time** been convicted of any offence and he/she has had passed on him/her a sentence of imprisonment for a period of not less than **five years**.
- within the previous five years has been convicted under section 547 of EA 1996(a) (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992(b) (Nuisance or disturbance on educational premises) of an offence and has been sentenced to a fine.
- refuses a request by the clerk to the governing body to make an application under section 113A of the Police Act 1997 for a criminal records certificate.