



10th May 2019

Dear Parent,

Parent Governor Election: Notice of Election

There are places for four parent governors on the Governing Body of St Christopher's. They are elected by the parents of pupils at this school to serve a four year term of office. There is now a vacancy for **three** parent governors. You may, if you wish, put yourself forward for election, using the attached nomination form.

Increasing attention is being placed on the skills available amongst members of the Governing Body. Any newly appointed governor should have the skills required to contribute to the effective governance and success of the school.

All governors are expected to work together to:

- Ensure clarity of vision, ethos and strategic direction;
- Contribute to the school's self-evaluation and understand its strengths and weaknesses;
- Provide challenge and hold the headmaster and other senior staff to account for improving the quality of teaching, pupils' achievement, and behaviour and safety;
- Ensure solvency and probity and that the financial resources made available to the school are managed effectively.

The nominee should:

- Have an interest of the school and the welfare of pupils and staff;
- Be able to understand and consider issues facing the school without bias;
- Be able to observe confidentiality;
- Be willing to make the responsibility of being a governor of the school a priority;
- Be willing to attend governing body meetings and serve on committees;
- Be willing to keep informed and up to date by visiting the school, by reading reports and by undertaking training.



ST. CHRISTOPHER'S C.E. HIGH SCHOOL

A Church of England Academy

Headmaster: R.D. Jones

The timetable for the election is:

1. Nomination Form along with completed Appendix E to be returned to me by **4pm on Monday 20th May.**
2. Ballot papers to be sent to all parents on **Friday 24th May.**
(Voting will only take place if there are more nominations than vacancies)
3. Ballot papers to be returned to me by **12:35pm on Monday 10th June.**
4. The votes will be counted at **12:45pm on Monday 10th June** after which the result will be announced.

Governors have an important and influential role to play in the life of our academy, and I do hope you will be able to take part in this election by becoming a candidate and by casting your vote when the time comes.

If you require any further information about being elected to the governing body, please do not hesitate to contact me.

Yours sincerely,

R D Jones
Headmaster
Returning Office for Governor Election.

Company Registered Address:

St Christopher's CE High School, Queens Road West, Accrington, Lancashire, BB5 4AY

Tel: 01254 232992 Fax: 01254 355215

Email: admin@st-christophers.org

Company Registration Number: 7728029

Website: www.st-christophers.org

VAT Registration Number: 119 9825 74



Disqualification from Holding a Governorship

APPENDIX B

Regulations disqualify certain individuals from becoming a governor. Before your appointment can be considered you are required to confirm that you are not disqualified from becoming a governor. You are required to notify the clerk, in writing, if you subsequently become disqualified from continuing as a governor.

To qualify to become a Governor you must:

1. Be aged 18 or over at the date of your election or appointment
2. Not be a current student of the Academy
3. Not be incapable by reason of illness or injury of managing or administering your own affairs
4. Not have had your estate sequestrated (temporarily repossessed) and the sequestration is not discharged, annulled or reduced; and be the subject of a bankruptcy restrictions order or an interim order
5. Not to be subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
6. Not have ceased to hold office to be a governor by virtue of any provision in the Companies Act 2006 and not have been disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any stator re-enactment or modification to that provision)
7. Not have been removed from the office of charity trustee or 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 which he/she by his/her conduct contributed or facilitated
8. Not to be included in the list of teachers or workers prohibited or restricted from working with children or young people
9. Not to be disqualified from working with children
10. Not at any time been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which fails under section 178 of the Charities Act 2011
11. Provide to the chair of governors a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997

Information

APPENDIX C

A. Eligibility

1. All parents of pupils at the academy.

B. Nomination

1. Any parent who wants to be nominated has to be proposed and seconded by two other parents of pupils at the academy using the nomination form on the page opposite. It should be completed and sent to the Returning Officer by **4pm** on **Monday 20th May**. Please note there can be no extension beyond this time and date.
2. Candidates should complete the reverse of the nomination form with biographical details. This information will be sent with the voting papers to all parents to help them decide how to use their votes.

C. Parent Governors

1. The governing body of the academy has several categories of governor, and "parent governor" is one of these categories. All governors carry equal status.
2. Responsibility rests in the governing body as a whole. Individual governors only have responsibility collectively in the governing body. To be a governor does not give personal authority.
3. The term of office for a parent governor is 4 years, and a parent governor does not have to resign if his/her child ceases to be a pupil at the school before that period of time ends, though s/he may do so if s/he wishes.

D. Disqualification

1. Regulations disqualify certain individuals from becoming a governor. The attached appendix "B" lists the disqualification criteria. Prospective governors should read it carefully before proceeding with their nomination.

E. Local Authority Associated Persons (LAAP)

1. Restrictions apply in relation to the number of local authority associated persons (LAAP) and the number of Academy Trust employees that can be appointed to the governing body. To ensure the Academy complies with these requirements please complete the attached appendix "E" and submit with the nomination form.

Nomination Form**APPENDIX D**

Before completing this form, please read the notes on the opposite page.

Please complete in capital letters	NAME Mr/Mrs/Miss/Ms	ADDRESS	SIGNATURE
Nominee			
Proposer			
Seconder			

Declaration of Nominee: I am willing to accept nomination and confirm that I am not disqualified from becoming a governor. Should I be elected I agree that if I subsequently become disqualified I will notify the Clerk to Governors in writing.

Should I be elected I understand that information on my governorship will be made available to the County Council for its use in providing support to school governors*.

- * In this respect the Data Controller is Lancashire County Council and the nominated officer for data protection is the Data Protection Officer.

Signed:

Date:

This form must be returned to the Headteacher by **4pm on Monday 20th May**. Late nominations will not be accepted.

Application for appointment as a Parent Governor

APPENDIX E

Academy Name: _____

- * 1.

Surname _____
- * 2.

First Name(s) _____
- * 3.

Title (Mr/Mrs/Ms/Miss) or other _____
- * 4.

Address (including postcode) _____

- * 5.

Telephone Number (home) _____ (work) _____

(e-mail) _____
- * 6.

Are you a governor at another school? _____

(if yes please give the names) _____

- * 7.

Have you previous experience as a governor? _____

(if yes please give name of school(s) and dates) _____

8.

Please outline your experience of other work with schools or in educational settings
(eg volunteer helper, member of PTA etc) _____

9.

Please outline any experience, at home, at work or elsewhere which may be relevant to
you becoming a governor: _____

10.

Please set out below why you would like to become a governor, and any particular areas in
which you feel you would be able to contribute to the work of the governing body:

APPENDIX E (continued)

11. (a) What is your interest in/knowledge of the academy? _____

(b) Have you a past or present association with the academy? If so, what is it? _____

12. In appointing a parent governor the governing body may only appoint a person who meets certain criteria. Please tick the relevant box(es) which apply to you:

☐ I am the parent of a registered pupil at the academy

☐ I am the parent of a child of compulsory school age

Please complete and sign the following declaration:

- I would like my application to become a parent governor to be considered.
- I agree to abide by any code of practice which has been adopted by the governing body which outlines the purpose of the governing body and describes the appropriate relationship between individual governors, the whole governing body and the academy.
- I am willing for the information on my governorship to be made available to interested parties in relation to the purposes outlined below. (Tick this box if you are not willing ☐)

1. The information on the form will be made available to the governing body in order for the appointment to be considered.

2. If you are appointed the information marked * will be held and be used by the County Council only to allow the County Council to provide support to school governors. The Data Controller is Lancashire County Council and the nominated officer for data protection is the Data Protection Officer.

I certify that I have read and considered the criteria for the disqualification of governors set out in Appendix B and confirm that I am not disqualified from becoming a governor. I agree to inform the Clerk to Governors, in writing, immediately should I cease to be qualified to serve as a governor.

Signed _____ Date _____

Restrictions apply in relation to the number of local authority associated persons (LAAP) and the number of Academy Trust employees that can be appointed to the governing body. To ensure the Academy complies with these requirements please answer the following;

Are you an employee of **any** Local Authority*, Fire or Police Authority? (including LA employed school staff)

Yes/No

Are you a current member (councillor) of **any** Local Authority*; or have you been within the last 4 years?

Yes/No

Employment Status

Employer

*Local Authority = parish, district, borough or county councils

APPENDIX E (continued)

(Maximum of 60 words)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

Signature _____