

## HAMBROUGH PRIMARY SCHOOL AND NURSERY

South Road, Southall, Middlesex. UB1 1SF

Tel: 020-8574 2002 020-8571 3071

Fax: 020-8813 9032

Website: [www.hambrough.ealing.dbprimary.com](http://www.hambrough.ealing.dbprimary.com)

e-mail: [admin@hambrough.ealing.sch.uk](mailto:admin@hambrough.ealing.sch.uk)



**Headteacher: Louise Singleton** - BA (Hons), PGCE, NPQH

13<sup>th</sup> March 2017

Dear Parents/Guardians,

### PARENT-GOVERNOR VACANCY

Following a resignation from a governor, we now have **ONE vacancy** for a parent governor. We follow the recommendations of the LA regarding the election procedures. A copy of these procedures is available for inspection for anyone from the school office.

**Parents may nominate themselves.** Parents may nominate themselves or you may nominate someone else. If *you* wish to stand for a parent governor, you must print your name on the nomination form and sign it. If you are nominating someone else, the person you are nominating needs to sign to indicate acceptance of the nomination and both parents must sign to confirm they are parents of registered pupils.

Nomination forms may be obtained from the school office from Mrs. Verma. ***The closing date for returning the nomination forms is Monday 20<sup>th</sup> March by 4.00 pm.*** Nomination forms must be returned to Mrs. Verma in the school office.

To stand for a parent governor's post you must be the legal parent/guardian of a child in school.

- Please note this is a voluntary position for which you will not receive any payment.
- Governing bodies are composed of members from the teaching/non-teaching staff/community/Local Authority and parents.
- All governors except the Headteacher are appointed for a term of four years. Governors have a statutory requirement to meet at least once a term as a full governing body. *Apologies are only accepted if you have a family emergency, including your own sickness, or an unforeseen emergency at work.*
- As a governor you will be required to:
  - Keep strict confidentiality at all times.
  - Serve as members of various committees and meet at least once term in addition to the termly full governing body meeting.
  - Read information sent by the Head, Chair & Local authority
  - Act as an impartial governor in the interest of the school (not merely as a parent)
  - Contribute to debate/ discussions & the decision making process
  - Attend two-three meetings each term; Attend at least two trainings a year and visit the school at least once a term
  - Attend additional disciplinary, appeals, special or extra ordinary meetings.
  - Agree to an application for an enhanced criminal record certificate (DBS check).

"I should like to advise you that the School Governance (Constitution) (England) Regulations 2007 and 2012 state that in certain circumstances a person may not hold office as a governor of a school. I enclose a list of the disqualification criteria overleaf which you must read before nominating yourself or accepting a nomination.

If the number of nominations received is equal to the number of vacancies, (in this case, 1) there will be no need to hold an election and the persons nominated will be declared elected. If there is more than 1 nomination then an election will take place. In the event that an election has to take place, names of nominees together with personal statements from candidates and voting slips will be sent to all parents on Wednesday 22<sup>nd</sup> March 2017. Further information on voting will be sent along with the voting slips. I look forward to hearing from you.

Yours sincerely,

**RRSA Article 3:** *All adults should do what is best for you.....*

Mrs. L. Singleton



## **QUALIFICATIONS AND DISQUALIFICATIONS**

The following summarises the qualification and disqualification regulations which can be seen in full in, the constitution of governing bodies of maintained schools August 2015 ([statutory guidance](#))

A governor must be aged 18 or over at the time of their election or appointment.

A registered pupil of the school cannot be a governor.

A person is disqualified from holding or from continuing to hold office as a governor or associate member if he or she:

- fails to attend the 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 they failed to attend, without the consent of the governing body(not applicable to ex officio governors)
- A foundation, local authority, co-opted or partnership governor at the school who is disqualified for failing to attend meetings is only disqualified from being a governor of any category at the school during the twelve month period starting on the date on which they were disqualified
- is subject to a bankruptcy restriction order, an interim bankruptcy restriction or an interim order, a debt relief restrictions order, an interim debt relief restrictions order
- has had their estate sequestrated and the sequestration order has not been discharged, annulled or reduced
- is subject to:
  - i) a disqualification order or disqualification undertaking under the Company Directors Disqualification 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 429(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order)
- has 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 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating 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 under Section 128 of the Education and Skills Act 2008
- is disqualified from working with children or from registering for childminding or providing day care
- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- has been sentenced (without the option of a fine) in the five years before becoming a governor or since becoming a governor
- has received a prison sentence of two- years or more in the 20 years before becoming a governor
- has at any time received a prison sentence of five years or more
- has 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
- refuses a request to make an application for an enhanced criminal record certificate (DBS check).

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

## **PARENT GOVERNOR ELECTIONS**

**Parent Governor Elections**  
*Children's Services*

**Ealing Council**  
**(School Workforce and Governance)**

**GOVERNING BODY OF**

## **NOMINATION PAPER**

**HAMBROUGH PRIMARY SCHOOL**

### **Nomination of Candidate for Parent Governor**

I wish to nominate myself / other parent:

\_\_\_\_\_  
(Please print name)

If you are proposing another parent please complete below:

I confirm I am a parent of a registered pupil at the school

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Please Print Name): \_\_\_\_\_ Child's Class \_\_\_\_\_

### **If you are the nominee please sign below:**

*I confirm I am a parent\* 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 acknowledge that all new parent governors are required to complete a Declaration Form and be subject to a Department for Children, Schools and Families (DCSF) List 99 check.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Please Print Name): \_\_\_\_\_ Child's Class \_\_\_\_\_

**If there is more than one vacancy and you wish to nominate more than one candidate, please obtain further forms from your school.**

**\*NB - The Education Act 1996 extends the definition of "parent" to include others who have "parental responsibility" for, or care of, a child or young person.**

**Judith Finlay**

**Director of Children and Families**