



**Headteacher
Mrs S Robson**

**Burgh By Sands School
Burgh By Sands
Carlisle
CA5 6AP**

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4 October 2024

Dear Parent or Carer,

PARENT GOVERNOR ELECTION AT BURGH BY SANDS PRIMARY SCHOOL

I am writing to inform you that two vacancies have arisen on the school Governing Board for a Parent Governor.

All members of the Governing Board have three strategic functions:

- developing the vision, ethos and strategic direction of the school, and
- holding school leadership to account for the performance of the school and staff
- ensuring sound, proper and effective use of the school's financial resources.

Governors are not responsible for the day-to-day internal organisation, management and control of the school.

No special qualifications or previous governance experience is needed to be a governor but we would particularly welcome nominations from parents with the following skills: finance, legal services, and HR provision. Good interpersonal skills are essential.

You must be committed to safeguarding training at least annually, other on-going governor training and to working alongside other governors; attending governing board meetings and any committees to which you are appointed and carrying out school visits to learn about the school as required. Training is available for all governors through the National Governors Association.

The [School Governance \(Constitution\) \(England\) Regulations 2012](#) summarises the eligibility criteria and circumstances under which someone cannot serve as a governor.

In addition, parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority, are not eligible to stand in these elections.

Anyone standing for election must certify that they are not disqualified for any reason.

Nominations must be from parents (or carers/guardians) with children registered at the school on the day that nominations close.

Governors must agree to abide by the Governing Boards Code of Conduct.

The term of office for an elected parent governor is 4 years.

If elected, you will be subject to a Disclosure and Barring Service check.

If you would like to stand for election, please complete the enclosed nomination form and return it to the school for the **Governance Professional to the Governing Board**, no later than **12 NOON on FRIDAY 11 OCTOBER 2024**.

You must include a short personal statement to support your nomination and set out your skills and experience, how you believe you can contribute to the future work of the governing board, confirm your commitment to undertake training and if you are a parent governor seeking re-election, details of your contribution to the work of the governing board during your previous term of office.

If, at the cut-off date for nominations on **11 October 2024**, there are more nominations than vacancies, an election, by secret ballot, will be held and you will be advised if this is to be the case.

If an election is needed, voting papers and details of the procedure will be sent to all parents along with ballot papers.

Each parent * of a child who at the time of the election is a pupil at the school will be entitled to vote.

Following an election, parents will be told the name of the successful candidate.

Yours sincerely

Sue Glendinning

Mrs Sue Glendinning
Governance Professional to the Governing Board

DEFINITION OF “PARENT”

- Section 576 of the Education Act 1996 defines “parent” to include:
- all natural parents, whether they are married or not; and
- any person who, although not a natural parent, has *parental responsibility* for a child or young person; and
- any person who, although not a natural parent, *has care* of a child or young person.

Disqualification criteria

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 board meetings – without the consent of the governing board – for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex officio governors)
- is subject to a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief order, or an interim debt relief order
- has had his or her 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
- is disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002
- is disqualified from registration for childminding or providing day care
- is disqualified from registration under Part 3 of the Childcare Act 2006
- has received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (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-and-a-half 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 to allow an application to the Disclosure and Barring Service (DBS) for a DBS check



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NOMINATION FORM

Election for a parent governor at **BURGH BY SANDS PRIMARY SCHOOL**

Name:		
Address:		
Email:		
No. of Children at the school		Year Group:

PERSONAL STATEMENT.

Please provide information on your skills and experience and your reasons for applying to be a school governor **OR** if you are applying for re-appointment, evidence of the contribution you have made as a governor in your previous term.

Statements should be no longer than **200** words.

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I wish to submit my nomination for the position of parent governor (please indicate)

I confirm that I am willing to stand as a candidate for election as a parent governor. **YES/NO**

I confirm that I am not disqualified from holding office for any of the reasons set out in the School Governance Regulations/ Eligibility Criteria. **YES/NO**

I confirm that I am willing to undertake safeguarding and induction training and further ongoing training throughout my term of office. **YES/NO**

By signing this form, I agree that I understand the responsibilities of being a governor and also agree to abide by the governing boards Code of Conduct.

Signature Date

COMPLETED NOMINATION FORMS MUST BE RETURNED TO THE SCHOOL BY NOON on FRIDAY 11 OCTOBER 2024