

4<sup>th</sup> January 2022

Dear Parents/Carers,

**Re: Parent Governor Vacancy**

I am writing to inform you of a vacancy for the role of parent governor on our Governing Board.

**The role of the Governing Board**

The school's governing board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational and financial performance. The board is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils.

**The role of a parent governor**

As a parent governor, you'll work with the board to ensure it effectively carries out the duties referred to above. You'll also play a vital role in ensuring that the board is connected with, and is aware of the views of, parents and the local community.

To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for children
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills
- The specific skills required to ensure the governing board delivers effective governance
- Time to be available for at least seven meetings, generally in the evening, throughout the year and be able to read the paperwork that goes with each meeting

The governing board is keen for candidates to have skills in the following:

IT      Finance      Health and Safety      Safeguarding

**Expectations of governors**

Parent governors are expected to show commitment to the school and the role by:

- Attendance at meetings
- Maintaining confidentiality and objectivity
- Committing to training
- Visiting the school

## How to apply

If you're interested in applying for the role, please contact Denise Maloney, Clerk to the Governors on [dmaloney3.307@lgflmail.org](mailto:dmaloney3.307@lgflmail.org) – **by Tuesday 18<sup>th</sup> January 2022**. You will need to complete a statement of up to 250 words, outlining:

- *The skills and experience you have that the governing board requires*
- *Your commitment to undertaking training to acquire or develop the skills needed to be an effective governor*
- *If applicable, details of your contribution to the work of the governing board during your previous term of office*
- *How you plan to contribute to the future work of the board*
- *Please state your full name and your child's name and class*

I should like to advise you that the School Governance (Constitution) (England) Regulations 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 which you must read before nominating yourself or accepting a nomination at the end of this letter.

We also do permit the use of personal social media accounts to be used as part of any election campaign nor lobbying of any kind.

As our commitment to safeguarding, the successful new Governor will have to undertake a DBS check – which the school will carry out.

If we receive more applications than the vacancies, a secret ballot will be carried out. We will inform you on the 19<sup>th</sup> January 2022, if we have to do this.

If you have any queries about this process or would like to find out more about the role, please contact Denise Maloney, Clerk to the Governors on [dmaloney3.307@lgflmail.org](mailto:dmaloney3.307@lgflmail.org)

Yours faithfully,

**Karen Kondo**  
**Headteacher**

## Governor qualification and disqualification criteria

The following summarises the qualification and disqualification regulations which can be seen in full in, the constitution of governing boards of maintained schools August 2017 ([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 continuing to hold office as a governor of a school if, in summary, that person:

- failed to attend the meetings of the governing board of that school 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 board. This does not apply to the headteacher or to foundation governors appointed by virtue of their office
- 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 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 board
- has been removed from office as an elected governor within the last five years.
- 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 board.