

18th November 2016

Parent Governor Elections

Dear Parent/Carer

I write to inform you that a vacancy has arisen for a parent governor on our governing body which we are looking to fill as soon as possible.

Becoming a parent governor is one of the most significant ways to help promote the partnership between school and home for the benefit of students. The governing body, with the Principal, is responsible for the running of the school and for promoting high standards. The governing body carries out its role by setting the vision for the school and then ensuring that the school works efficiently and effectively towards achieving its vision. It does this by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school, and by ensuring accountability and compliance. Please see *appendix 1* for a brief outline of the role.

Anyone who has parental responsibility for a pupil at the school can stand for election (providing you are eligible in accordance with *appendix 3*) and we warmly welcome candidates from every area of our school's parent community. Governors need not be experts in the field of education but need to have an interest in the school and in the welfare of our children and have the time and willingness to get involved. Training is available for all governors and this governing body has an expectation that those new to being a governor, attend free induction training. If you are thinking of standing as a governor, remember that you will need to attend a minimum of three meetings a year. As a governor you will normally hold office for a period of three years; you can, however, resign from the governing body at any time.

If you are interested in this role and would like to stand for election please complete the enclosed nomination form (*appendix 2*) and return it to the school (c/o Miss Anna Trott, Corby Technical School, Cottingham Road, Corby, NN17 1TD) no later than **Wednesday 7th December 2016**. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent. If there are more nominations than vacancies, the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

If you would like to find out more about how you can contribute to governance at our school, please provide your contact details to the clerk of the governing body (Miss Anna Trott, atrott@brookeweston.org) in order that a conversation can be arranged.

Yours sincerely,

Gary Campbell
Chair of Governors
Corby Technical School

What does a Governor do?

Role description: to contribute to the work of the governing body in ensuring high standards of achievement for all children and young people in the school by:

- Setting the school's vision, ethos and strategic direction;
- Holding the Principal to account for the educational performance of the school and its pupils; and
- Ensuring the school and staff have the correct resources and support to fulfil their function.

1. Contribute to the strategic discussions at governing body meetings which determine and/or review:

- the vision and ethos of the school;
- clear and ambitious strategic priorities and targets for the school;
- that **all** children have access to a broad and balanced curriculum;
- the school's budget relating to the expenditure of the pupil premium allocation;
- the school's staffing structure and key staffing policies;
- the principles to be used by school leaders to set other school policies.

2. Hold the senior leaders to account by monitoring the school's performance; this includes:

- agreeing the outcomes from the school's self-evaluation and ensuring they are used to inform the priorities in the school development plan;
- considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of school performance;
- asking challenging questions of school leaders;
- ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of those audits;
- ensuring senior leaders have developed the required policies and procedures and the school is operating effectively according to those policies;
- acting as a link governor on a specific issue, making relevant enquiries of the relevant staff, and reporting to the governing body on the progress on the relevant school priority; and
- listening to and reporting to the school's stakeholders : pupils, parents, staff, and the wider community, including local employers.

3. Ensure the school staff have the resources and support they require to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and CPD (Continuing Professional Development), and suitable premises, and that the way in which those resources are used has impact.

4. When required, serve on panels of governors to:

- appoint the Principal and other senior leaders;
- appraise the Principal;
- hear staff grievances and disciplinary matters;
- hear appeals about pupil exclusions

Nomination Form – Election of Parent Governor

Full name of **NOMINEE** (BLOCK CAPITALS):

ADDRESS and POSTCODE:

Parent of: _____

Class: _____

Full name of **PROPOSER** (BLOCK CAPITALS) if not proposing self (**you may propose yourself**):

Signature: _____

Parent of: _____

Class: _____

Please include a few details about yourself/nominee and the reasons why you wish to nominate/become a parent governor (between 50-100 words):

All candidates, please ensure that you have read and signed the declaration of eligibility overleaf.

THIS FORM MUST BE RETURNED TO THE SCHOOL OFFICE BY 12 NOON ON Wednesday 7th December 2016.

Declaration of Eligibility to Serve on a School Governing Body

In some circumstances, a person is disqualified from holding or continuing to hold office as a school governor:

Criteria relating to working with children

You must **not** be:

- disqualified or restricted from working with children or young people
- included in the list of people considered by the Secretary of state as unsuitable to work with children
- subject to a direction under section 142 of the Education Act 2002
- disqualified from registration for childminding or providing day care
- disqualified from registration under Part 3 of the Childcare Act 2006
- subject to a disqualification order under the Criminal Justice and Court Services Act 2000

Criteria relating to bankruptcy and insolvency

You must **not** have had:

- your estate sequestrated if the sequestration order has not been discharged, annulled or reduced;

You must **not** be subject to:

- a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief order or an interim debt relief order;
- a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986
- a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002;
- an order made under section 492(2)(b) of the Insolvency Act 1986

Criteria relating to prison sentences

You must **not** have:

- 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;
- received a prison sentence of two and a half years or more in the 20 years before becoming a governor;
- at any time, received a prison sentence of five years or more

Criteria relating to general restrictions

You must **not**:

- have been removed from the office of charity trustee or trustee for a charity from participating in the management or control of any body 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
- have 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
- already hold a governorship of the same school* *Please note that if you are applying for re-appointment, this information relates to the period when your current term of office ends*

You **must** be:

- over 18 years old
- willing to allow an application to the Disclosure and Barring Service (DBS) (formerly known as the Criminal Records Bureau – CRB) for a criminal records certificate.

Please confirm that you are willing and eligible to stand by signing the declaration below.

I declare that I am the parent or guardian of a pupil registered at the school and am not disqualified from serving on a school governing body. If I become disqualified I will give notice of the fact the clerk to the governing body.

I will agree to a Disclosure Barring Services (DBS) check.

Signed: _____