



WEST HILL SCHOOL

Aiming High Since 1927

Headteacher: **A F Harrison** BSc (Hons)

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6th October 2017

Name of Pupil _____ Form _____

Dear Parent,

SCHOOL GOVERNING BODY: PARENT GOVERNOR ELECTIONS

The School is looking to appoint two Parent Governors.

The Governing Body comprises of:

- 4 Parent Governors
- 1 LA Governor
- 4 Staff Governors
- 7 Academy Governors

Becoming a Parent Governor is important because you will be involved in making decisions about many aspects of the school's life, and it is vital that parents' views are represented at Governing Body meetings.

If you are the parent of, or you have parental responsibility for, a child who attends the school you are eligible to stand for election as a Parent Governor – unless, of course, any of the conditions stated overleaf apply to you.

Enclosed with this letter you will find a nomination form that you need to complete if you would like to stand for election. As you will see, you need to write a short paragraph about yourself (no more than 100 words) to help other parents decide whom to vote for, if an election is needed. If you would like more information about what is involved in being a Governor, or you are not sure how to complete the form, please contact me at the school. Please note: the closing date for nominations is **12.00pm on MONDAY 23rd October 2017**.

New Parent Governors are not expected to be instant experts. If you are elected, you will receive information about the Governing Body's responsibilities and training will be available.

Please think seriously about standing as a Governor. Remember that decisions taken by the Governing Body will affect your child's future.

Yours faithfully,

AF Harrison
Headteacher



PERSONS INELIGIBLE TO ACT AS PARENT GOVERNORS

The School Governance Regulations prevent the following individuals from being elected or appointed as a parent governor:

- *Any parent who is an elected member of the Local Authority;*
- *Any parent who is paid to work at the school for more than 500 hours in any 12-month period commencing on 1st August and finishing on 31st July the following year.*

Although people who fall into either of these categories cannot be elected or appointed as a parent governor, they are entitled to vote in the election process.

In addition, anyone who is appointed as a governor in any category must be able to make the following self-declaration. Please do not put your name forward for consideration as a parent governor unless you are able to do this.

In allowing your nomination to be put forward for the post of School Governor you are declaring that the following statements are true and that you are, therefore, not disqualified from serving as a school governor:

- **I am** aged 18 or over at the date of this election or appointment;
- **I do not** already hold a governorship at the same school;
- **I am not** liable to be detained under the Mental Health Act 1983;
- **I am not** a member of the governing body of more than two schools (excluding ex-officio governors, temporary governors, or additional governors at schools causing concern);
- **I am not** an ex-officio governor specified in the instrument of government of more than two schools;
- **I am not** a bankrupt or subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986;
- **I have not** been removed from the office of a 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 or, under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, from being concerned in the management or control of anybody;
- **I am not** included in the list (List 99) of teachers and workers with children or young persons whose employment is prohibited or restricted (*this will be corroborated by an independent check*);
- **I am not** disqualified from being the proprietor of any independent school or for being a teacher or other employee in any school;
- **I have not**, in the five years prior to becoming a governor, received a sentence of imprisonment, suspended or otherwise, for a period of not less than three months without the option of a fine;
- **I have not**, in the twenty years prior to becoming a governor, been convicted as aforesaid of any offence and has had passed on me a sentence of imprisonment for a period of not less than two and a half years;
- **I have not**, at any time, had passed on me a sentence of imprisonment for a period of not less than five years;
- **I have not** been fined, in the five years prior to becoming a governor, for causing a nuisance or disturbance on education premises;
- **I am not** subject to a disqualification order under the Criminal Justice and Court Services Act 2000.



NOMINATION FORM FOR PARENT GOVERNOR ELECTION

Before completing this form, prospective candidates should read the notes on the sheet "Persons Ineligible to Act as Parent Governors". In completing this form prospective candidates are declaring that they are eligible to stand as a governor. The nomination form should be returned in a sealed envelope, marked "**PARENT GOVERNOR NOMINATION**", to the Headteacher at the school by **12.00pm on Monday 23rd October 2017**.

DETAILS OF NOMINEE (PERSON WISHING TO STAND AS A PARENT GOVERNOR)	
NAME: (block letters)	
SIGNATURE:	
DATE:	
ADDRESS: (including post code)	
PARENT OF: (pupil's name)	
PUPIL'S CLASS:	

You are asked to provide a statement about yourself in the space below, giving relevant personal details and stating your reasons for wishing to become a parent governor. ***This statement should not exceed 100 words.*** It will be published for the information of parents should an election be necessary. *(If you require any assistance in completing this part of the form please contact the Headteacher at the school).*

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Please continue overleaf

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