



15 September 2017

Dear Parent or Guardian

NOTICE OF ELECTION OF PARENT GOVERNOR

I am writing to let you know that there is a vacancy for Parent Governor on the Governing Body of Loddon Primary School and to invite parents who wish to stand for election as a Parent Governor to put their names forward.

We know that parents are interested in the education of their children and share the school's commitment to ensuring the best possible education and opportunities for our pupils. One of the most significant ways to build on this is to volunteer to be a parent governor. Parent governors play an important role in ensuring that the parent viewpoint is represented in decision making.

The main role of the Governing Body is to provide the strategic direction for the school, to hold the Headteacher to account and to ensure that the school budget is well spent. Further information on what being a governor would involve in can be found at <http://www.wokingham.gov.uk/schools-and-education/school-information-and-services/school-governors/>

Governors are required to attend regular meetings which are often during the evening and could expect to attend at least two meetings per half term (twelve per annum). Governors at Loddon currently meet on Wednesdays although there is no guarantee that this will not change in the future. There is an expectation that governors will attend training.

Any parent interested in applying is welcome to ask for informal discussion prior to applying in order to gain a better understanding of what is involved.

If you are eligible (please see the attached nomination form) and wish to stand for election as a Parent Governor you should:

- 1 Complete the attached nomination form.
- 2 Have your nomination supported by a proposer and seconder, who are parents of children also attending the school (you may nominate yourself).
- 3 You may include a brief personal statement for circulation to voters, should a ballot be required.
- 4 Return the form to the school clearly marked FAO the Returning Officer by the closing date & time.

Nominations forms must be received by 3.30pm on **Friday 22 September 2017**.

No nomination will be accepted after that date and time. If there is only one nomination received, the person nominated will be appointed without a ballot. If there is more than one nomination, a secret ballot will be held, and each parent will be issued with a voting paper, via pupil post.

The following timetable will apply if it is necessary to hold a ballot:

Nomination forms sent home via pupil post:	Friday 15 September
Last day for returning nominations:	Friday 22 September 3.30 pm
Ballot paper sent to parents with notification of the candidates:	Tuesday 26 September
Last day for return of ballot papers:	Tuesday 3 October 3.30 pm
Count of ballot papers	Wednesday 4 October 9.45 am

All parents will be notified of the result.

Yours sincerely

Mrs S Lunn
Clerk to Governors & Returning Officer

Nomination form for the Election of Parent Governor at Loddon Primary School

I, Mr/Mrs/Miss/Ms (Full name)

of (full address)

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Parent of wish to stand for election as a Parent Governor of the above named school. The following parents of children attending the school propose and second my nomination:-

Name of Proposer	Address	Signature
Name of Seconder	Address	Signature

I have read the General Criteria for disqualification (below) and I am eligible to stand as a parent governor.

Signed Date

Please return the completed nomination form to the Returning Officer by no later than 10am on Monday 10 October 2016. You may also include a very brief statement, saying who you are and why you wish to be a parent governor (optional) in not more than 200 words.

General Criteria for disqualification:

- Failure to attend meetings of the Governing Body for a continuous period of 6 months beginning with the date of the first meeting missed, without the consent of the Governing Body (excludes ex-officio governors)
- Is the subject of a bankruptcy restrictions order or an interim 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 Part 2 of the Companies (Northern Ireland) Order 1989, 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 charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body
- is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
- has been barred from any regulated activity relating to children is subject to a direction of the Secretary of State under 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
- has been sentenced to three months or more in prison (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 by the clerk to make an application to the Disclosure and Barring Service (DBS) for a criminal records certificate.

Parent Governor

A person shall be disqualified for appointment or election as a parent governor if he/she is:

- a) An elected member of the LA
- b) Employed in any capacity at the school for more than 500 hours a year at the time of appointment