



# Ryecroft C.E. (C) Middle School

Ashbourne Road, Rocester, Staffordshire, ST14 5NW

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Headteacher: Miss R Baramuszcak

3<sup>rd</sup> October 2017

Dear Parent/Carer

## PARENT GOVERNOR ELECTION

We are inviting parents to stand for election as a parent governor, or nominate another parent to do so. In our school we have provision for **four** parent governors and there are currently **three** vacancies. One of the vacancies has arisen due to Mr A Doyle's term of office coming to an end in December. Mr Doyle has been a parent governor at Ryecroft for a number of years and has already notified us of his intention to stand for re-election.

We currently have a gender imbalance on our board and would therefore encourage female applicants to apply. Parent governors are appointed for a period of up to four years, irrespective of whether their children remain in school during that period.

The governing body, with the headteacher, has overall responsibility for the running of the school. Governing bodies have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

Parent Governors hold the unique position of having a parental viewpoint of the school. Through their children they have a firsthand experience of the delivery of the curriculum and see how the school is perceived from the "customers" point of view.

Parent Governors should form a relationship with the parents but must maintain a strategic approach to the Governing Board. A Parent Governor can advise parents on routes of action but must not become personally involved in individual concerns.

Parent Governors are representative parents NOT a representative of the parents.

### A Parent Governor should:

- make themselves known to the parental community
- try to attend any additional training which is available
- listen impartially to concerns raised by parents
- guide parents regarding appropriate lines of actions and procedures
- present a balanced view of issues, representing different sections of the community

### Our Governing Body expects governors to:

- prepare for and attend governing body meetings every half-term - meetings are usually held in the evenings at 6.00pm
- commit to attend training courses
- perform additional research as required
- take an active part in monitoring areas within the school – The amount of time you will need to give depends on how involved you become but governing bodies cannot operate effectively with passengers. You must be prepared to take more than an interest.

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Being the impartial representative parent can sometimes be difficult and the Parent Governor should:

- Never promise to 'solve a problem'
- Never press their own child's case at the expense of others
- Should not bring individual issues to meetings without following the correct procedure
- Should stay aware of all parental views and concerns
- Play an active part in meetings

Being a parent governor can be both interesting and rewarding and working alongside other members of the Governing Board will ensure that the work of the Governing Board fulfils its duties to all children

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing body's work. However, we would particularly welcome nominations from parents with the following skills:

- Finance
- Human Resources
- Data Interpretation

The enclosed sheet summarises the 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. Parents of all children currently registered at the school are entitled to stand for election or to nominate others. For these purposes "parent" includes a step-parent, guardian or other persons having parental responsibility.

Any parent seeking to be elected as a Parent Governor should be willing to undertake an enhanced disclosure from the Criminal Records Bureau. If a parent refuses to undertake such a disclosure then they will be ineligible to stand for election to the Governing Body.

Parents who are willing, and eligible, to stand as a candidate for election may obtain a nomination form from the school office. The nomination form then needs to be signed by the candidate and two other parents.

**A completed nomination form must be returned to the school by no later than Friday 3<sup>rd</sup> November 2017.** It would be helpful if candidates would submit a brief statement about themselves. This will be distributed to all parents to help them to make their decision should a ballot be needed, i.e. if there are more nominations than vacancies.

In this instance, as soon as possible following the closing date for nominations, all parents will be sent a ballot paper giving details of each of the candidates. Parents will be asked to indicate their preference as appropriate and return the ballot paper to the school office no later than the date shown. To comply with statutory regulations the ballot will be conducted in secret.

The results of the ballot will be circulated to all parents as soon as possible after the count.

Please do not hesitate to contact me, if you wish to discuss the work of the Governing Body and how you might contribute.

Yours sincerely,

**Miss R Baramuszcak**  
**Headteacher**

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## **Qualifications and disqualifications (regulation 17 and Schedule 4 to the Regulations)**

Grounds for disqualification fall into three broad categories:

- general grounds;
- grounds that apply to particular categories of governor; and
- grounds that arise because of particular failings or actions on the part of the governor.

All the grounds for disqualification apply also to associate members except that associate members can be registered pupils at the school and can be under 18.

### ***General grounds***

- Registered pupils cannot be governors.
- A governor must be aged 18 or over at the time of election or appointment.
- A person cannot hold more than one governor post at the same school at the same time.

### ***Grounds that apply to particular categories of governor***

- A person is disqualified from being a parent governor if they are an elected member of the LA or paid to work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in any consecutive twelve month period (at the time of election or appointment).
- A person is disqualified from being a local authority governor if they are eligible to be a staff governor at the school.
- A person is disqualified from being a partnership governor if they are:
  - a parent of a registered pupil at the school;
  - eligible to be a staff governor at the school;
  - an elected member of the LA; or
  - employed by the local authority in connection with its education functions.

### ***Grounds that arise because of particular failings or actions on the part of the governor***

A person is disqualified from being a governor of a particular school if they have failed to attend the meetings of the governing body 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 body. 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.

A person is disqualified from holding or continuing to hold office if that person:

- 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
- is 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 for the clerk to apply to the Disclosure and Barring Service for a criminal records check.

Anyone proposed or serving as a governor who is disqualified for one of these reasons must notify the clerk to the governing body.