

Dear Parents (including carers with parental responsibility)



ELECTION OF PARENT GOVERNOR

I am writing to inform you that parent governors are required to fill 1 parent governor place on the governing body of the school.

As a parent of a child at the school you are entitled to stand as a candidate and vote in any election. A nomination slip is attached. If you wish to offer yourself as a candidate to become a parent governor you should complete the slip and return it to the headteacher by Friday 24th October.

Please note that you are not eligible to be a parent governor if you work at the school for more than 500 hours per year. You are also not eligible to be governor if you fulfil any of the disqualification criteria listed on the eligibility form (see *small print below*).

If the required number of nominations are received then those persons will be automatically declared as parent governors. If there are more nominations than places then a ballot of all parents will be held to select the parent governors. For this purpose nominees are invited to prepare a short statement which will be circulated with the ballot forms. Space for this is included below the nomination slip. The length of the statement should not be more than 200 words.

Parent governors can participate positively in the running of the school. The other governors will include staff representatives, governors appointed by Leeds City Council and representatives from the local community. All governors share in the important job of running the school. No special qualifications are needed other than a commitment to the school and some time to spare. The bringing together of governors from a wide range of interest groups in itself provides a wide range of skills that can benefit the school.

Please note that elected governors will be asked to complete a self-declaration proforma to confirm that they are eligible to serve as a governor.

Leeds City Council offers training and support for governors so no parent should feel deterred from putting themselves forward as a school governor. If you would like more information before deciding whether to stand either contact the Headteacher at the school or the Governor Support Service on Leeds 0113 247 5564. Parent governors serve a four year term of office irrespective of whether their child leaves the school during the term of office.

Please do give some thought to standing as a parent governor.

Yours sincerely

Jane Astrid Devane

Headteacher

Parents are not eligible if (they)

- have failed to attend the governing body meetings 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 (not applicable to ex officio governors);
- their estate has been sequestered and the sequestration has not been discharged, annulled or reduced; or they are the subject of a bankruptcy restrictions order or an interim order;
- are subject to a disqualification order or disqualification undertaking under the Company Directors 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 492(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- have been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on 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 any body;
- are included in the list of teachers or workers prohibited or restricted from working with children or young people;
- are disqualified from working with children;
- are disqualified from being an independent school proprietor, teacher or employee by the Secretary of State for Education and Skills;
- 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;
- have received a prison sentence of 2.5 years or more in the 20 years before becoming a governor;
- have at any time received a prison sentence of five years or more;
- 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;
- refuse an application being made to the Criminal Records Bureau for a criminal records certificate.

