

March 2017

Dear Parent,

Parent Governor Vacancies

I am writing to advise you that there is currently a vacancy for **one** parent governor on The Studio's Governing Body and to invite parents who are interested in taking up this role to put their names forward, or to nominate another parent. If you nominate a fellow parent please ensure the parent countersigns the attached nomination paper.

We would draw your attention to the reverse of the nomination form – Declaration of Eligibility which lists the criteria for qualifications and disqualifications. Please ensure the declaration is signed by the nominee.

The timescale for electing the new governor is as follows:-

- Nominations to the Principal by **Friday 24th March at noon**

If more nominations are received than there are vacancies:

- The election will be held on **Friday 7th April at noon**

If the number of nominations received are equal to or less than the number of vacancies there will be no need to hold a ballot. If a ballot is necessary one voting paper per parent will be sent to you via your child.

Should you mislay this nomination paper, a further copy may be obtained from the school.

This letter and the attached forms are also available in other formats, for example, large print. Braille and other languages may be arranged by request.

For further information please contact Sian Turner, Clerk to Northern Schools' Trust:
s.turner@kingswayacademy.co.uk or 0151 641 8473.

Yours sincerely

Shaun McInerney
Principal and Returning Officer

What is the role of school governors and governing bodies?

Governing bodies are responsible for a wide range of matters, which include ensuring that pupils receive high quality education and planning for the future development and improvement of the school/college. Parent governors play an important role as members of the governing body and are welcomed as valued members of the team. The governing body works together – governors do not make decisions individually.

Governors will support and, at the same time, challenge heads by gathering views, asking questions and deciding what is best for the school. Governors make important decisions on how a school will be run and have to stand by their collective decision. The governing body is answerable to parents, learners and the wider community.

Governing bodies comprise of various types of governor. The governing body will include:

- Parents elected by other parents at the school.
- Staff governors elected by their colleagues.
- Individuals nominated by the Trust.

Commitment

Our meetings are held **four times a year at 4.00pm**. Meetings should last no more than 2 hours. Governors are encouraged to visit school to learn more about the way the school works. The term of office is four years.

What will you gain as a school governor?

- The opportunity to make a real difference and the chance to contribute to the good of the community, leading to real satisfaction and a sense of achievement. You will gain an understanding of the decision making process of school governing bodies and an awareness of the education system as a whole;
- Working as a school governor will give the opportunity to work with a wide variety of people and pupils from a variety of social, cultural and religious backgrounds;
- You will develop new skills and strengthen existing ones. You will be offered training in various aspects of the governor role.

Appointment of School Governors – Nomination and Declaration of Eligibility

I wish to stand for election as a parent governor of **The Kingsway Academy**

Title: Mr, Mrs, Ms, Dr etc. _____ Surname _____

First Names _____

Date of Birth _____

Home Address and postcode

Telephone no: home: _____ work: _____

mobile: _____

E mail _____

If you are nominating another parent please sign here and ensure that the nominee signs the declaration on the reverse.

Signature _____

Name _____ Date _____

Declaration of Eligibility

I declare that I am not disqualified from serving as a school governor and that:

- **I am** aged 18 or over at the date of this election or appointment;
- **I do not** already hold a governorship of the same school;
- **I am not** a person who is detained under the Mental Health Act 1983;
- **I am not** the subject of a bankruptcy restrictions order or an interim order;
- **I have not** had my estate sequestrated and the sequestration has not been discharged, annulled or reduced.
- **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;

- **I am not** disqualified from being the proprietor of any independent school or for being a teacher or other employee in any school;
- **I am not** disqualified from working with children;
- **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 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.

I am willing to serve as a parent governor should I be elected. I am not disqualified from serving as a school governor and agree that the information I give on this form can be recorded and used by the Northern Schools Trust. I give permission for an application to be made to the Disclosure and Barring Service for a criminal records certificate. If I become disqualified I will notify the Clerk to the Governing Body.

Signature _____ Date _____

In the event of an election details supporting candidature are invited. Please complete the personal statement below in support of your nomination – no more than 250 words please.

This nomination paper should be returned to the Principal no later than noon on **Friday 24th March, 2017.**