



# Presfield High School & Specialist College

Headteacher: Lucy McLoughlin

7<sup>th</sup> November 2023

Dear Colleague

## Election of Parent Governor: Nominations

There is a vacancy for a Parent Governor to serve on the Governing Body of this school. We are very keen to encourage parents to nominate themselves to fill this place. Details of how to nominate yourself are attached, together with a nomination form. If an election is required, all parents will be able to vote.

Parent Governors are vital to our Governing Body. They share equally with other Governors the responsibility for carrying out the Governing Body's wide range of responsibilities. Governors do not run the school day to day, as their role is at the strategic or policy-making level in the school.

If you join our Governing Body, you will serve for a four year term. Being a Governor does take up time. There are five Governing Body meetings each year, and Governors usually serve on a committee which meet once a term. You will need to set aside time to be able to be an effective Governor: time to prepare for meetings, for visiting the school or meeting colleagues on behalf of the Governing Body, as well as undertaking training and updating your skills. The Governors are asked to sign up annually to a Code of Conduct.

Before you decide to stand you may want to know a bit more about what is involved. Governors need not be experts in the field of education. What they do need is an interest in the school and in the welfare of our children and the time and willingness to get involved. The skills you have can be very useful to the Governing Board. If you are someone with the required experience, would you consider applying? Governors also need what is known as 'soft skills' – the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to question, and to make connections between different types of information. All Governors are expected to be able to read straightforward budget reports and data on school standards.

To find out more about what being a Governor at this school is like, you can contact Howard Cooper, Chair of Governors, who will be very willing to answer any questions.

All Governors are required to hold an enhanced criminal record certificate. You will be required to make an application to the Disclosure and Barring Service for an enhanced DBS certificate.

If you would like to take the opportunity to put yourself forward as a candidate, you may only do so on an official form, please complete and return the enclosed sheet to me by **Friday 17<sup>th</sup> November 2023**. If it is necessary for there to be an election, I will contact you to let you know about the arrangements.

Yours sincerely

Returning Officer



Presfield High School, Preston New Road, Southport, PR9 8PA  
Metropolitan Borough of Sefton

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## Who can stand as and vote for Parent Governors

The definition of a parent in education legislation includes:

- all natural parents whether they are married or not;
- any person who, although not a natural parent, has parental responsibility for a child or young person and;
- any person who, although not a natural parent, has care of a child or young person

Parents who are **NOT** eligible to stand in Parent Governor elections are:

- parents who are paid to work at the school for more than 500 hours in any consecutive 12 month period at the time of election.

## How to nominate yourself

If you would like to put your name forward, you must complete a nomination form and a self-declaration form.

You should use the space provided on the form to write a brief personal statement to support your nomination.

The statement should be of sufficient length to set out:

- evidence of the extent to which you possess the skills and experience the Governing Body desires;
- your commitment to undertake training to acquire or develop the skills to be an effective Governor;
- how you plan to contribute to the future work of the Governing Body.

If there is only one nomination this candidate will be elected unopposed.

If there is more than one nomination, an election will take place. The statements of all candidates will be typed in a standard format and circulated to all parents with a ballot paper.



## PARENT GOVERNOR NOMINATION FORM

### PRESFIELD HIGH SCHOOL & SPECIALIST COLLEGE

This form should be returned to the Returning Officer at the school by **17<sup>th</sup> November 2023**

**I wish to serve as a Parent Governor and to be a candidate if an election is necessary.**

**I confirm that I am eligible to serve as a School Governor (and have completed a self-eligibility declaration form).**

FULL NAME (TITLE, FORENAME & SURNAME) BLOCK CAPITALS PLEASE	ADDRESS	SIGNATURE AND DATE

**Please use this space for your personal statement to support your nomination.**

**This statement, typed in a standard format, with your name, which will be circulated to all parents in the event of an election.**

# **ELIGIBILITY SELF DECLARATION FORM**

## **Grounds for Disqualification**

### **General**

- 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.
- A parent who is paid to work at the school for more than 500 hours in any consecutive 12 month period at the time of election.

### **Failure to attend meetings**

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.

### **Bankruptcy**

A person is disqualified from holding or continuing to hold office as a Governor of a school if:

- Their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
- They are the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order.

### **Disqualification of Company Directors**

A person is disqualified from holding, or from continuing to hold, office as a Governor of a school at any time when they are subject to:

- A disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986;
- A disqualification order under the Company Directors Disqualification (Northern Ireland) Order 2002;
- 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).

### **Disqualification of Charity Trustees**

A person is disqualified from holding, or from continuing to hold, office as a Governor of a school if they have:

- Been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or the High Court on the grounds of misconduct or mismanagement
- Been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body.

### **Persons whose employment is prohibited or restricted**

A person is disqualified from holding or from continuing to hold office as a Governor of a school at any time when they are:

- Included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people;
- Barred from any regulated activity relating to children;
- Disqualified from working with children or from registering for childminding or providing day care;
- Disqualified from being an independent school proprietor, teacher or employee by the Secretary of State.

### **Criminal convictions**

A person is disqualified from holding or continuing to hold office as a Governor if they have:

- 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
- Received a prison sentence of two years or more in the 20 years before becoming a governor
- At any time received a prison sentence of five years or more
- 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

### **Refusal to make an application for a Disclosure and Barring Service check**

A person is disqualified from holding or continuing to hold office as a Governor if they refuse a request by the Clerk to the Governing Body to make an application to the Disclosure and Barring Service (DBS) for an enhanced DBS certificate.

### **DECLARATION**

I wish to register an interest in being appointed to serve as a Parent Governor.

I have read the grounds for disqualification and I am not disqualified on any of these grounds.

Signed ..... Date .....