



Headteacher: Mr P. A. Swift

Deputy Headteacher: Mrs S. Russell

23rd January 2018

Dear Parents/Carers,

Election of parent governor: nominations

There are currently vacancies for parent governors to serve on the governing body of this school. We are very keen to encourage parents to nominate themselves to fill these places. Details of how to nominate yourself are given with this letter, and a nomination form is enclosed. If you need further copies of this form please let us know. 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 4 Full 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 our Chair of Governors, Dr. Charles Breeze, who will be very willing to answer any questions. Should you wish to contact Dr. Breeze please do so through our Clerk to Governors, Mandy Jones at finance.forefieldjunior@schools.sefton.gov.uk who will pass on your details.

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 but this will be arranged by the Clerk to Governors for you.

If you would like to take the opportunity to put yourself forward as a candidate, please complete and return the enclosed nomination form and Eligibility Self Declaration in a sealed envelope to the school office (marked "Parent Governor Nomination Form") to arrive no later than 3.30 pm on Wednesday 7th February 2018. If it is necessary for there to be an election, I will contact you to let you know about the arrangements.

Yours sincerely

Mr. P. A. Swift
Returning Officer

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 head teacher 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 sequestered 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

Forefield Lane, Crosby,
Liverpool, L23 9TJ
Telephone and Fax: (0151) 924 3971
E-mail: forefield@btinternet.com



**FOREFIELD
JUNIOR SCHOOL**

Headteacher: Mr P. A. Swift

Deputy Headteacher: Mrs S. Russell

PARENT GOVERNOR NOMINATION FORM

This form should be returned to the Returning Officer at the school by Wednesday 7th February 2018

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 <i>(TITLE, FORENAME & SURNAME)</i> 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.