

*"Leaders, staff and governors share a passionate commitment to raise the aspirations and achievement of all the students who attend the school."*  
**Ofsted**

26<sup>th</sup> April 2021

Dear Parent/Carer

## **PARENT GOVERNOR VACANCY**

I am writing to let you know that there is a vacancy for a parent governor at our school and to invite you to stand for election or to nominate another parent to do so. This is a fantastic opportunity for you to become more involved in the life of the school. Governors play a significant role in the work of the school and the role, whilst demanding, is very interesting and rewarding. The governing body works in partnership with and in support of the school. It also sets a high standard of expectation and ambition which helps to drive forward the work of the staff and create a brighter future for our students. Governors need not be experts in the field of education. What they do need is an interest in the school and the welfare of the children.

Our parent governors have a term of office of 4 years and our governing body normally meets 4 times a year. There are times when our governors are asked to attend sub-committees throughout the year, on a voluntary basis. Prospective candidates should be willing to give up a certain amount of their free time for the role. Normally the Governors meet in the early evening, currently all meetings are being held remotely.

Training is available to all governors and the board has an expectation that new governors attend an induction training session.

The governing board has 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.

Any parent seeking to be elected as a parent governor should be willing to undertake a disclosure from the Disclosure and Barring Service. If a parent refuses to undertake such a disclosure then they will be ineligible to stand for election to the governing board.

The attached sheet summarises the circumstances under which someone can 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. Nominations must be from parents or carers with children at the school on the day that nominations close.



If you would like to stand for election please complete the enclosed nomination form and return it to the school no later than 3pm on Friday 21<sup>st</sup> May 2021. These can be returned either by post or email to [governingbody@pks.coventry.sch.uk](mailto:governingbody@pks.coventry.sch.uk). You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent.

Should only one nomination be received by the official closing date, the candidate will be duly elected unopposed. In the event of there being one or more nominations a ballot will take place; in the event of a ballot being required, information on voting arrangements will be sent to you at a later date.

If you need any further information about the role of a governor or the election process, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'N Clayton', with a stylized flourish at the end.

N Clayton  
Headteacher  
President Kennedy School Returning Officer

# Becoming a Governor

Anyone can become a Governor as long as the following eligibility criteria are met:

- **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 in another category;
- **I agree to** undertaking a Disclosure & Barring Service (DBS) check.
- **I am not** included in the list kept under Section 1 of the protection of Children Act 1999 or subject to a direction by the Secretary of State, barred from regulated activity relating to children in accordance with section 3 (2) of the Safeguarding Vulnerable Groups Act 2006, disqualified from working with children under the Criminal Justice and Court Services Act 2000 or disqualified from registration under Part 3 of the Childcare Act 2006.
- **I am not** a bankrupt or subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986;
- **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 2005, from being concerned in the management or control of any body;
- **I am not** disqualified from being the proprietor of any independent school or from being a teacher or other employee of the Secretary of State;
- **I have not**, in the five years prior to becoming a Governor, received a sentence of imprisonment, suspended or otherwise, for a period of three months or more 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 two and a half years or more;
- **I have not**, at any time, had passed on me a sentence of imprisonment for a period of five years or more;
- **I have not** been fined, in the five years prior to becoming a Governor, for causing a nuisance or disturbance on school or education premises;
- **I have not been** disqualified as a Foundation, Authority, Co-opted or Partnership Governor for non-attendance at meetings in the last 12 months at this school
- **I have not** been disqualified as an elected Parent or Staff Governor of a school in the last five years.
- **Parent Governors only – I am not** an elected member of the Local Authority; or paid to work at the school for more than 500 hours in any 12 consecutive months.
- **Local Authority Governors only – I am not** eligible to be a staff Governor of the school.

*This is a summary of the relevant Regulations, which have legal force. If you are already a Governor and any of the above apply you should tell the Clerk of the Governing Board. A newly appointed Governor will be asked to make a disclosure to the **Disclosure and Barring Service** who would identify any criminal offences which apply. The same provisions apply to Associate Members of Governing Board committees.*

**This is a simplified summary of the School Governance (Constitution) (England) Regulations 2012, The School Governance (Constitution and Federations) (England) (Amendment) Regulations and amendments (2017) and is not an interpretation of the law. Anyone seeking clarification of any of these provisions should contact the Governor Support Service in the first instance.**