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**Headteacher:** Ms Sarah Weber  
**Acting Assistant Headteachers:** Miss Heather Scullion and Mr Chris Light

15 January 2019

Dear Parent / Carer

## **PARENT GOVERNORS**

Have you ever considered becoming a school governor? There are currently two vacancies for parent governors to serve on our Governing Body. Parent governors are chosen by other parents and are vital to our Governing Body. They share equally with other governors the responsibility for carrying out our responsibilities.

Shaping the future excellence of a school is so rewarding and could be for you, if experiencing something different to your normal routine is a personal goal for 2019. School governance is more dynamic than ever, looking to recruit people from every background, age-group, and career or caring role. Experience of school governance is not necessary and you do not need special qualifications to be a school governor.

"Other than my own education and having a child in the school, my experience of the education system was non-existent", explains one of the previous parent governors. "However, from day one I was made to feel valued and included by the Governing Body and teaching staff. I felt confident I could add value to the school through using my skills and experience as a parent and from my employment. During my time as a school governor, I was fortunate enough to be able to get involved in the Headteacher recruitment process. From establishing what kind of person we wanted, right through to actually assessing their suitability through interviewing each candidate. This felt like a huge responsibility, but knowing I was part of a team really made the process enjoyable and rewarding. I've been involved in recruitment for a number of years now and it was great to be able to use this experience to encourage us to think slightly differently about how we assess candidates, to make sure we get the very best for Fynamore School."

The governors are looking for people with a wide-range of skills and knowledge, from human resources to equality and diversity. In fact, we are particularly keen to attract governors with experience in both of these areas, to enable us to retain a high level of skills now and in the future. We would also welcome applicants with organisational, negotiation, or leadership skills and / or a passion for the curriculum, and gifted, talented or disadvantaged pupils. These are ideal requirements, not eligibility criteria for potential candidates, and we would encourage applicants with the right attitude and a keen interest in any of these areas.



## **Nomination Process**

If you would like to take the opportunity to put yourself forward as a candidate, please complete and return the nomination form to the school office by **Wednesday, 30 January**.

We would encourage you to speak to Stella Fowler (our Chair of Governors), Ms Weber, Miss Scullion or Mr Light to find out more about being a governor at Fynamore. Please contact the office to arrange a time to speak to someone.

Please use the “*Why I would like to be a parent governor*” section of the form below to set out a personal statement supporting your nomination.

We will make contact with you after 30 January to advise if you have been successful. If there are more than two potential candidates, it will be necessary for there to be an election.

We look forward to hearing from you.

Yours sincerely

*Stella Fowler*

**Stella Fowler**  
**Chair of the Governing Body**

**NOMINATION FORM**

**Election for a parent governor for Fynamore Primary School**

Name:

Address:

Name of children and classes:

**Why I would like to be a parent governor (200 words maximum):**

**I have read the list of disqualifications (overleaf) and am willing and eligible to stand for election as a parent governor at Fynamore Primary School.**

**Full name:** ..... **Signed:** .....

**Date:** .....

## **FURTHER INFORMATION**

We are committed to conducting an informed parent governor election in which the expectations of prospective candidates are made clear. Further information to support your decision and nomination is provided below. If you would like to speak to an existing governor before nominating yourself, please contact the school office.

### **Role of a Governing Body**

Governors do not run the school day to day, as their role is at the strategic level in the school.

The core function of a Governing Body is to:

1. set strategic direction
2. ensure accountability
3. monitor and evaluate the school's performance

### **Role of a Governor**

All school governors equally share the responsibility for carrying out the wide range of Governing Body's functions. Governors do not run the school on a day-to-day basis, but have a critical role in the policy making level of the school. As a parent governor, you will bring a parent's perspective to the running of the Governing Body and decision making of the school, but are not expected to specifically promote the interests of your child(ren). As a school governor you have the opportunity to make a positive impact upon the lives of young people whilst giving something back to the heart and soul of our community – your local school.

### **Expectations of a Governor**

If you join our Governing Body, you would serve a four year term and can continue to the end of the term of office if your child leaves the school. At Fynamore, our governors are allocated a specific area of responsibility for which they take the lead e.g. staffing, the curriculum etc.

Being a governor does take up time; the average amount of time a person spends on governing is between 5 and 8 hours a month. Considering the difference that you will make, this is not a lot of time at all. You will attend six full Governing Body meetings each year, during term time and out of office hours. In addition, each governor serves on one of two committees. Each committee additionally meets six times per year. Meetings are usually held on Tuesdays from 6.30 to 8.30 pm, once per term. To be an effective governor you will also need to set aside time for training; preparation for meetings; specific pieces of project work; and visits to school in relation to your specific area of responsibility.

### **Code of Conduct**

Governors hold an important public office and their identity should be known to their school and wider communities. All governors are required to sign up to a Code of Conduct which includes publication on the school website of their full names; date of appointment; term of office; date they stepped down (where applicable); who appointed them; business and financial interests; governance roles in other educational institutions; any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives); and their attendance record at Governing Body and committee meetings over the last academic year.

### **Governor Induction and Training**

We are committed to the professional development of our governors and are looking for governors who are willing to learn or develop skills that would help the Governing Body improve its effectiveness and address any specific challenges it may be facing. As well as specific development sessions within our full Governing Body meetings, there are regular opportunities to attend events to network with governors from other schools and to receive training on important areas. There is also a range of online training and support.

## **PG/1**

### **Who can be a parent governor?**

All those who have parental responsibility and are over the age of 18 are eligible to stand for election, including parents who work at the school provided that they work for less than 500 hours per year when they are elected.

“Parent” is defined as including “any individual who has or has had parental responsibility for, or cares or has cared for, a child or young person under the age of 18”. It includes a person who the child lives with and who looks after the child, irrespective of what their relationship is with the child. This must be someone involved in the full-time care of the child on a settled basis.

There are some circumstances that disqualify an individual from serving as a school governor, please read the list of disqualifications PG/2 overleaf.

### **When an election is needed**

- If the number of nominations is the same as or less than the number of vacancies, all candidates will be elected unopposed.
- If there are more nominations than vacancies, an election will take place.

In the event of an election, the statements of all candidates will be typed in a standard format and circulated to all parents with ballot papers.

## PG/2 QUALIFICATIONS AND DISQUALIFICATIONS

Schedule 6 of the Constitution Regulations covers the qualifications and disqualifications of governors.

A governor must be aged 18 or over at the time of his or her election or appointment and cannot be a registered pupil at the school. A person cannot hold more than one governorship at the same school.

A person is disqualified from holding or from continuing to hold office as a governor or associate member if he or she:

- is detained under the Mental Health Act 1983 during his or her period of office;
- fails to attend the Governing Body meetings – without the consent of the Governing Body – for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex officio governors);
- is subject to a bankruptcy restriction order or an interim order;
- has had his or her estate sequestrated and the sequestration order has not been discharged, annulled or reduced;
- is subject to:
  - i) a disqualification order or disqualification undertaking under the Company Directors Act 1986
  - ii) a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
  - iii) a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
  - iv) an order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order)
- has 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 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of any body;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children;
- is disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002;
- is disqualified from registration for childminding or providing day care;
- is disqualified from registration under Part 3 of the Childcare Act 2006;
- has 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;
- has received a prison sentence of two-and-a-half years or more in the 20 years before becoming a governor;
- has at any time received a prison sentence of five years or more;
- has 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;
- refuses to allow an application to the Disclosure and Barring Service (DBS) for a criminal records check.