



Alder Community High School

A Specialist Maths and Computing College

Mottram Old Road, Gee Cross
Hyde, Cheshire, SK14 5NJ

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E mail: admin@alderchs.uk

Headteacher: Mr R O'Regan BSc (Hons) NPQH

24th October 2017

Dear Parent/Carer

Re: Are you interested in becoming a parent governor?

I am writing to invite you to nominate yourself, or another parent, to become a parent governor. At Alder Community High School we have five parent governors and currently there is a vacancy.

The governing body, with the head teacher, has overall responsibility for the running of the school. Governing bodies have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the head teacher to account for the educational performance of the school and its pupils;
- Overseeing the financial performance of the school and making sure its money is well spent.

No special qualifications are needed and the most important thing is to have an interest in the school and in the welfare of our children and the time and willingness to get involved. However, we would particularly welcome nominations from parents with skills in any of the following areas:

- Financial management
- Human resource management
- Building / facilities management
- Health and safety
- Strategic planning
- ICT infrastructure
- Community links
- Safeguarding
- Education management

As a Governor you will need '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, analyse and interpret straightforward budget reports and data on school standards.

New governors will be provided with a structured induction, have access to quality training and be provided with an experienced Governor as a mentor.

You will be expected to commit to attending 4 full governing body meetings per year. In addition, there are committee meetings which you may be required to attend, between 4 and 8 times per year. Also you will need to visit the school formally for monitoring purposes as required.

In line with good practice, all School Governor appointments will be subject to a Disclosure and Barring Service (DBS) clearance. The aim of this check is to protect children and vulnerable young adults from abuse of any kind.

The enclosed sheet summarises the circumstances under which someone cannot 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 those with parental responsibility of a child at the school.

If you are interested in becoming a governor please complete the enclosed nomination form and return it to the school. Also you may include a short personal statement (up to 250 words) to support your nomination, and a CV if you have one. Self-nominations will be accepted, but if you are nominating another parent please seek their prior consent.

If you would like to talk to one of our current Parent Governors about any of the above, please contact the school and we will arrange a mutually convenient time for you to speak to someone accordingly.

In the event that there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R. O'Regan', written in a cursive style.

R O'Regan
Head teacher

Encs

Parent governor elections – Maintained schools: Qualifications and disqualifications to serve as a school governor

Policies and procedures



Need advice?

For advice on any issue, Gold members have access to GOLDline legal advice
9 –5pm weekdays. Find out more T: 0121 237 3782 www.nga.org.uk/goldline



Maintained schools: Qualifications and disqualifications to serve as a school governor

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

A person is disqualified from election or appointment as a parent governor if s/he:

- is employed at the school for more than 500 hours in any 12 consecutive months;
- is an elected member of the Local Authority.

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

- is a registered pupil at the school;
- has failed to attend governing body meetings at the school without the consent of the governing body, for a continuous period of six months;
- has been disqualified for failing to attend governing body meetings at the school without the consent of the governing body, for a continuous period of six months whilst serving as a foundation, local authority, co-opted or partnership governor at the school in the last 12 months;
- has had his/her estate sequestered and the sequestration has not been discharged, annulled or reduced;
- is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- is subject to:
 - a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
 - a disqualification order under the Companies Directors Disqualification (Northern Ireland) Order 2002
 - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
 - an order made under section 429(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 an order made by the Charity Commission or Commissioners or High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible; or to which he was privy; or to which he contributed or he facilitated by his conduct; or

Qualifications and disqualifications to serve as a school governor



- has 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;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children (under section 1 of the Protection of Children Act 1999);
- is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);
- is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008;
- is barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006;
- is disqualified from working with children under sections 28, 29, or 29A of the Criminal Justice and Court Services Act 2000;
- is disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care;
- is disqualified from registration under Part 3 of the Childcare Act 2006;
- has been convicted of any offence and received a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months (without the option of a fine) in the 5 years before or since becoming a governor;
- has been convicted of any offence and received a prison sentence of two and a half years or more in the 20 years before becoming a governor;
- has been convicted of any offence at any time and received a prison sentence of 5 years or more;
- has been convicted of an offence and sentenced to a fine under section 547 of EA 1996 (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992 (nuisance or disturbance on educational premise) during the 5 years prior to or since appointment or election as a governor;
- has refused a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997 for a criminal records certificate.



Alder Community High School Parent Governor Nomination Form

Please enter the name and address of the person being nominated for election.

Name:

Address:

Telephone Number:

E Mail Address:

Name of your child within school:

Personal Statement:

Please provide contact details of some who will provide a reference if requested:

Name:

Address:

E mail Address:

Relationship to person:

I wish to submit my nomination for the election of parent governor.

I confirm that:

- I. I am willing to stand as a candidate for election as a parent governor
- II. I am not disqualified from holding office for any of the reasons set out in the School Governance Regulations.

Sign:

Print:

Date:

Alder Community High School is committed to safeguarding and promoting the wellbeing of all children and expects our Governing Body to share this commitment. All appointments to the Governing Body are subject to a satisfactory DBS check.

Completed nomination forms should be returned to:

Mrs C Hood, Clerk to the Governing Body, Alder Community High School, Mottram Old Road, Hyde, Cheshire, SK14 5NJ or by e mail to c.hood@alderchs.uk