Dear parents and carers,

As I mentioned earlier this month, we will shortly have two parent governor vacancies on our governing body. Parents may nominate themselves using the form below and these should be returned to the school office no later than 5 pm on Monday 4th December.

We have attached a word document version of the form as well as this PDF to make it easier to submit electronically.

In the following pages are details around:

- The role of the governing body
- What commitment am I making?
- About the role of the Parent Governor
- Effective governance
- Practical ways to achieve a balance between being an impartial representative parent and the personal interests of your child
- Eligibility Criteria
- Croft Church of England Primary School – Parent Governor nomination form

Please accept my thanks for your continued support of our school. If you would like to discuss the role of parent governor in person, please contact me via the school office reply2@croft.leics.sch.uk

Kind regards,

N Watts

Nik Watts
Chair Of Governors
Croft Church of England Primary School

Our vision for Croft School is that we are...
'A caring Christian community where children thrive: enthusiasm and excellence lead to high aspirations and outstanding achievements'
The role of the governing body

Simply put, our governing body is made up of a great team of 12 governors, people like you and me who volunteer their time and skills to help ensure that our school has a clear vision (what we want our school to become) and is taking steps on the right path to achieve that.

Each individual governor is a member of the governing body, which is established in law as a corporate body. Individual governors may not act independently of the rest of the governing body; decisions are the joint responsibility of the governing body.

All school governors contribute to the work of the governing body in ensuring high standards of achievement for all children and young people in the school by:

- setting the school’s vision, ethos and strategic direction;
- holding the headteacher 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.

Our headteacher is responsible for the day-to-day running and internal organisation, management and control of the school and the implementation of the strategic framework established by the governing body.

All governors are equal, and parent governors, along with all other types of governor, should take part in all aspects of the work of the governing body providing you do not have a personal interest in the item under discussion. As a parent governor, you bring a unique insight through your first-hand experience of the school.

We will ensure that you have appropriate training for your role as governor.

What commitment am I making?

Firstly, the term of office for a parent governor is four years and on election, we will ask you to complete a skills audit. Our governors all sit on the full governing body which meets four times a year.

All governors will then be an active member of 2 or 3 sub committees or working parties.

- Finance meets every half term (five times per year)
- Health and Safety (three times per year)
- Strategic Development (three times per year)
- Other working parties or committees meet as required

Governors will visit the school during school hours individually for specific monitoring and evaluation visits at least once a year. These are usually carried out during school hours but some other monitoring and evaluation can be done out of hours or remotely.

About the role of the Parent Governor

Parent governors can make a valuable contribution to the strategic governance of the school. You will be able to offer your enthusiasm and commitment - and as a parent, you will understand other parents’ concerns.

Although elected by the parent body, you are not mandated to represent their views at meetings. You are a representative parent not a parent representative. You may reflect other parents’ views to the governing body, and this will involve communicating with and getting to know other parents. All governors make their decisions and vote according to what they believe to be in the best interests of the pupils and the school.

There may be times when you are approached by parents with individual concerns. In this case, it would not be appropriate to take the issue to the governing body and you should encourage the parents to take the matter up with their child’s class teacher or the headteacher.
Effective governance

To effectively fulfil the role, parent governors:

• Have equal rights with all other governors.
• Should declare an interest and withdraw from any meeting where you, a partner or close relative or associate stands to gain, or where you are so close to a matter discussed it is difficult to be impartial.
• Should follow the agreed procedure for putting items on the agenda.
• Should feel free to express your own personal views, it being recognised that this is not necessarily the view of the majority of parents. You should report in good faith any widely held parent views, even if in a vote you decide to vote differently.
• Take responsibility for your own learning and development as a governor including attending training.
• Should respect the confidentiality of governing body affairs and be aware of the sensitivity of governing body meeting discussions. You should clarify after such discussions which items can be reported and which items the governing body wish to remain unreported until the minutes of the meeting have been confirmed or are deemed confidential.
• Attend governing body meetings regularly and play an active role in committees and decision-making.
• Learn how the school handles complaints and read the complaints policy. If another parent approaches you with a complaint, advise them to speak to the headteacher.
• Always support the decisions of the full governing body. Have your say on decisions in meetings and vote in the way you wish; but then support the outcomes of votes – even if you disagree with them.

Questions to consider

• Consider how the governing body communicates with parents - could you help them to improve links?
• How accessible is the school – how easy is it for parents to go into school to discuss things with the headteacher or teachers? Could you give feedback to help the school be more open and welcoming?
• How accessible are the governors – do parents get the opportunity to meet with governors; do they know how to get in touch with the chair of governors if they need to? Could you encourage the governing body to be more visible?

Practical ways to achieve a balance between being an impartial representative parent and the personal interests of your child

• Never press your own child’s case at the expense of others.
• Always observe confidentiality. You will get to know a lot of highly sensitive and confidential information – do not discuss it with anyone who is not a governor. Remember, a governor can be suspended for serious breaches of confidentiality.
• Never promise to ‘solve a problem’ on your own.
• Be wary of bringing an individual issue to meetings without following the agreed procedures.
• Abide by the agreed protocol regarding agenda items and any other business.
• Keep yourself aware of parental views and concerns.
• Play an active part in governor meetings.
**Legal and recommended restrictions**

Beyond eligibility criteria, there are no legal restrictions relating to parent governors, however parent governors should not:

- Have involvement in any hearing or case where you have a personal interest or involvement.
- Use the meeting as an opportunity to raise any personal issue relating solely to your own child. If in doubt seek advice from the chair of governors.
- Confuse the role of governor and parent volunteer. You may also help out in school in a voluntary capacity, for example, assisting in the classroom. In this capacity you are acting as a volunteer and not as a governor.
**Eligibility Criteria**

Please read the following list of disqualifications and qualifications for being a governor. If you are eligible, complete the governor appointment form and sign it to confirm your eligibility. If you are **not** eligible, you are unable to be considered for appointment/election as a governor.

- Registered pupils of the school cannot be governors
- 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
- Elected members of the LA cannot be a parent governor
- A person is disqualified from being a **parent governor** if they are staff, who are paid to work at the school for more than 500 hours in any consecutive twelve month period (at the time of election or appointment)
- A person is disqualified from being a **local authority governor** if they are eligible to be a staff governor at the school

**A person is disqualified from holding or continuing to hold office if that person:**

- is the subject of a bankruptcy restrictions order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989, 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)
- has been removed from the office of charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or 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 teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
- is barred from any regulated activity relating to children
- is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008
- is disqualified from working with children or from registering for child-minding or providing day care
- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
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**Failure to attend meetings**

If you fail to attend meetings, without the consent of the governing body, for a continuous period of six months you are disqualified from continuing to hold office as a governor at that school. This does not apply to the headteacher or to foundation governors appointed by virtue of their office. If you have been disqualified for failure to attend meetings as a foundation, LA or co-opted governor, you cannot be appointed as a governor for twelve months from the date of disqualification.

**Notification to Clerk**

You must notify the clerk if you are disqualified from holding, or from continuing to hold, office as a governor of the school.

**More information**

Details of the above restrictions may be found in The School Governance (Constitution) (England) Regulations 2012.
# Croft Church of England Primary School - Parent Governor nomination form

Please complete the following information if you wish to put yourself forward for election as a Parent Governor. Before signing the form please check that you are not disqualified from becoming a school governor for any of the reasons stated overleaf. You may include a personal statement in support of your nomination that will be circulated with the ballot papers. The statement should be no more than 200 words:

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**Please write your personal statement below**

I agree to stand for election as a Parent Governor. I am not disqualified for any of the reasons stated overleaf.

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Please return this form to the school office no later than 3:30 pm on Friday 1 December (by hand or reply2@croft.leics.sch.uk)

20 Nov 2017

NW/PGV/1718