Acting Headteacher: Mrs N Fletcher B.Ed (Hons), NPQH

Argyle Street
Ulverston
Cumbria
LA12 0BD
Tel: 01229 483960

Email: admin@sjbarrow.cumbria.sch.uk
Website: www.sjbarrow.cumbria.sch.uk

Monday 9th December 2024

Dear Parent or Carer

SIR JOHN BARROW PRIMARY SCHOOL: PARENT GOVERNOR VACANCY

I am writing to let you know we have a further vacancy for a parent governor on the School's Governing Body. We are very keen to encourage parents (or people with parental responsibility) of registered pupils to nominate themselves to stand for election. We welcome all applications but would particularly encourage applicants from minority groups as we are actively trying to increase diversity in our school Governing Body. Details of what you will need to do to apply for the role are included in this letter. We hope you will give serious thought to taking on the role as this is a great opportunity to get involved in supporting the school and making a real difference to our local community.

Parent governors are elected by other parents and are vital to our Governing Body. They share equally with other governors the duty of 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. You do not have to be an expert on education to be a school governor. Becoming a parent governor can be very rewarding, and an excellent way to get involved at a strategic level in your child's school.

What do school governors do?

- Work together as a team, making collective decisions
- Help to set the broad framework within which the staff run the school: they do not become involved in day to day management issues, but work closely with the Headteacher and Senior Leadership Team to make key decisions vital to the successful running of the school
- Ensure high quality education in the school: school governors play an important role in improving standards throughout the school by supporting and encouraging the staff in making the right decisions about the overall direction, as well as reviewing and monitoring performance
- Oversee the school's budget

What skills do governors need?

Governors need to have an interest in the strategic management of the school and in the education of the pupils, as well as the time and willingness to get involved. The skills you already have can be very useful to the Governing Body. 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 will need to read straightforward budget reports and data on school standards.

What the Role is not
It is not being a parent representative or representing the views of other parents. You are a governor as an individual and make decisions and express your own views, drawing on your own knowledge and experience as a parent and member of the school community.

Commitment
If you join our Governing Body, your term of office will be for four years and you can continue to the end of the four years even if your child/children leave the school. The role of a governor is an unpaid position, and will take up considerable time. There are four Governing Body meetings each year and governors usually serve on a Committee that generally meets 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, to undertake training and to keep your knowledge up to date**.** All governors are expected to undertake training (see below) and there may be additional events/meetings you could be called on to support during the school year. New governors are assigned a 'Buddy' experienced governor who will support and assist them to comfortably 'get up speed' in their new role. The commitment will include:

- *Termly - time spent in school meeting with staff and pupils and to see how the school operates.*
- *Monitoring of a specific governor role or responsibility, either remotely or in school - timing and duration as agreed in advance.*
- *Monitoring requires an understanding and discussion of the intended improvement priorities or statutory requirements with the appropriate lead staff member and/or feedback from pupils.*
- *Following a monitoring visit, governors provide a brief report to update the Governing Body on the outcomes - highlights to celebrate and points to note.*
- *Using your IT skills to regularly access emails, with the ability to respond within a timely fashion. You will have a personal SJB school email account for all governor correspondence and remote access to governor documents.*
- *Undertaking governor training – on appointment, the expectation is that you will undertake induction training and safeguarding online modules. Thereafter, to complete at least one training session per academic year, but obviously the more you can undertake, the more you will be able to give and gain from the role.*

Election Process
If you would like to take the opportunity to put yourself forward as a candidate please complete and email the attached nomination and eligibility form to admin@sjbarrow.cumbria.sch.uk, marked for the attention of the Headteacher, by **Thursday 12th December, 4pm. If you require a paper copy, please contact the school office.**

If there are more nominations than vacancies an election by secret ballot will be held as soon as possible. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure. A poster is included with this letter, with some details about the governor role. If you would like more information, the Chair of Governors is very willing to answer your questions. Please leave a message in school for the Chair to contact you directly.

Thank you in advance for your interest and support for the School Governing Body.

Yours sincerely

Nancy Fletcher

Mrs N Fletcher
Acting Headtaecher

NOMINATION NOTES

To be eligible to stand as a parent governor, you must be a parent (or person with parental responsibility) of a registered pupil at the school.

Definition of 'Parent'
A 'parent' includes:

- the pupil's parents (natural or adoptive);
- any individual who has or has had 'parental responsibility for, or cares or has cared for, a child or young person registered at the school;
- a person who the child lives with and who looks after the child, irrespective of what their relationship is with the child e.g. step-father, grandparents, other relatives, cohabitants and foster parents. NB This must be someone involved in the full-time care of the child on a settled basis.

1. Read the attached disqualification criteria listed below carefully to ensure you are eligible to serve as a parent governor.

2. Complete the nomination form (1) below.

You can ask a parent of a registered pupil at the school to nominate you but that cannot be your spouse or partner.

Alternatively, you can nominate yourself but you will still require one person who is the parent of a registered pupil at the school, but not your spouse or partner, to support your nomination.

It is recommended that all candidates supply a short personal statement of no more than 250 words, this will be circulated on the ballot paper to all parents to inform their vote. Statements longer than 250 words, for the sake of fairness to all candidates, will be reduced. No other information will be circulated to the parents at the school.

3. You (as the nominee) must complete the eligibility self-declaration form (2) below.

4. You need to sign at the very bottom that you are willing to stand as a candidate for election as a Parent Governor and that you are not disqualified from holding office for any of the listed reasons.

5. Completed nomination and appointment forms must be emailed to admin@sjbarrow.cumbria.sch.uk or handed into the school office by the end of the school day on **Thursday 12th December, 4pm.** Any queries relating to this election should be made to the Headteacher who is the Returning Officer for the election.

1. **Parent Governor Election: Nomination Form**

I wish to serve as parent governor and to be a candidate if an election is necessary.			
Full name (*title, forename & surname) Block capitals please*	Address	Telephone Numbers	Name of child *(with class/year group group)*
		Mobile: Landline: Work:	

These parents of children currently attending the school support my nomination:			
Full name (*title, forename & surname) Block capitals please*	Address	Signature and date	Name of child *(with class/ year group)*

Please use this space for a brief (250 words maximum) personal statement to support your nomination, e.g. the skills and experience you would bring to the Governing Body.
This statement, presented in a standard format, with your name, will be circulated to parents if there is a contested election.

2. Parent Governor Election: Eligibility Self-Declaration Form

Please answer each question by ticking the relevant box on the right hand side	YES	NO
Are you aged 18 or over at the date of this election or appointment?		
Have you been disqualified as a governor at this school for failing to attend Governing Body meetings for a continuous period of six months, beginning with the date of the first meeting missed, without the consent of the Governing Body?		
Has your estate been sequestrated (temporarily repossessed) and the sequestration not been discharged, annulled or reduced?		
Are you the subject of a bankruptcy restrictions order or an interim order: debt relief restrictions order or interim order?		
Are you subject to: a disqualification order or disqualification undertaking under the Company Directors Act 1986; a disqualification order under the Companies (Northern Ireland) Order 2002; a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002 or an order made under Section 492(2) (b) of the Insolvency Act 1986 (failure to pay under a County Court administration order)?		
Have you been removed from the office of a trustee for a charity by an order made by the Charity Commission or Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which you were responsible or to which you were privy or to which you contributed or to which you facilitated by your conduct?		
Have you been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of anybody?		
Are you included in the list kept under section 1 of the protection of Children Act 1999 (list of those considered by the Secretary of State as unsuitable to work with children)?		
Are you subject to a direction of the Secretary of State under section 142 of Education Act 2002(or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction)?		
Are you barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006?		
Are you disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000?		
Are you disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care or disqualified from registration under Part 3 of the Childcare Act 2006?		
Have you, in the five years prior to becoming a governor or since becoming a governor, been sentenced to three months or more in prison (whether suspended or not) without the option of a fine?		
Have you, in the twenty years prior to becoming a governor, received a prison sentence of two and a half years or more?		
Have you, at any time, received a prison sentence of five years or more?		
Have you been fined, in the five years prior to becoming a governor or since becoming a governor, for causing a nuisance or disturbance on school or education premises?		
Are you employed to work at the school or on a contract for services at the school and work for more than 500 hours a year?		

I wish to submit my nomination for the election of Parent Governor

I confirm:

(i) that I am willing to stand as a candidate for election as a Parent Governor.
(ii) that I am not disqualified from holding office for any of the reasons set out in above.

Name: Date:

Signature:

Completed nomination and eligibility forms must be emailed to admin@sjbarrow.cumbria.sch.uk by ***Thursday 12th December 2024, 4pm***