



Governing Body Recruitment Pack 2022-23





ABBOT'S LEA SCHOOL

Headteacher: Mrs Ania Hildrey, FCCT, B.Ed(Hons), M.Ed, NPQH, NPQEL



22 November 2022

To: Parents/and those with parental responsibility of
Registered Pupils of: Abbot's Lea School

Dear Parent

Ref: ELECTION OF PARENT GOVERNOR

I write to invite nominations from parents to fill one vacancy for Parent Governor on the Governing Body.

The successful candidate will become a full member of the Governing Body and serve for two years with effect from the date appointed.

To be eligible for election, your child must be a registered pupil of this school when the election takes place. Details of the election procedure and nomination form are attached.

Governing Body operates three Committees and those meet during the school day once per half term. If elected, you would join one of those three Committees. Additionally, Full Governing Body meets four times a year (4-6pm) and you would be obliged to attend all four of these meetings.

Additional duties include a lead role for a given area of the school's operation which requires visits to the school and regular written reporting to the Headteacher and the Governing Body. Training and support will be offered to the successful elected governor.

Effective governing bodies require expertise and experience in analysing performance data, in budgeting and driving financial efficiency, and in leadership, performance management and employment issues.

We would welcome nominations from parents with experience in:

- Leadership and management
- HR
- Sourcing schools or building schools background
- Project Management
- Health & Safety
- Legal (paralegal, solicitor etc.)
- Planning Management
- Income generation, building development

All governors need a strong commitment to the role and to improving outcomes for children, the inquisitiveness to question and analyse, and the willingness to learn. They need good interpersonal skills, appropriate levels of literacy in English and sufficient numeracy skills to understand data.

Nominations would be particularly welcome from parents who are able to demonstrate these qualities.

Additionally, our Governing Body identified that it would like to strengthen its expertise in the areas of leadership, HR and therapeutic practice, as well as finance and procurement.

It is important that appropriate checks are made on anybody who will be working in a school to prevent unsuitable people from gaining access to children. Accordingly, new governors must agree to provide proof of identity and undergo checks in line with current advice issued by the Department for Education.

If you wish to have further information regarding being a governor, I should be pleased to answer your queries.

Yours faithfully

A handwritten signature in black ink that reads "Jan Ennis". The signature is written in a cursive style with a large initial 'J' and a stylized 'E'.

Mrs Jan Ennis
Clerk to Governors



Timetable of Election of Parent Governors of: Abbot's Lea School

<u>Date</u>	<u>Stage in Procedure</u>
From 22 November to 5 December 2022 by 12 noon	Nominations to be received at the school marked : <i>For the attention of Mrs Jan Ennis, Clerk to Governors</i> (nominations can be given to your child to bring into school if they are currently attending, posted or emailed directly to: pa@abbotsleaschool.co.uk)
If necessary, 5 December 2022	Ballot papers will be sent to all parents via Parentmail if an election is necessary (only if the number of nominations is greater than the number of vacancies (1))
From 5 December 2022 to 13 December 2022, 12 noon	Ballot box will be electronic and all votes should be emailed directly to pa@abbotsleaschool.co.uk . Alternatively, postal votes can be sent to the school and marked " <i>For the attention of Mrs Ennis, Clerk to Governors.</i> "
13 December 2022 at 1pm	Votes will be counted at approximately 1pm. The Returning Officer is Mrs Jan Ennis.
13 December 2022 (via email by 3pm)	Successful nominee will be declared Parent Governor for two years from date of appointment. (Governors may resign during their term of office if they wish to do so)
13 December 2022 (via email by 3:30pm)	Unsuccessful nominees will be notified and thanked for their interest
13 December 2022 (via Parent Mail) no late than 4pm	All parents will be notified of the result of the election



ABBOT'S LEA SCHOOL
Election of Parent Governor

NOMINATION FORM

First Name(s)	Surname
Address	
Postcode	
Name(s) of child/children attending school	School Year

Statement in support of your application for election as Parent Governor (*not to exceed 500 words*)



DECLARATION

Governance legislation provides grounds for disqualification from being a parent governor as follows:

- Registered pupils 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.
- A person is disqualified from being a parent governor if they are an elected member of the LA or paid to work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in any consecutive twelve month period at the time of election or appointment.
- A person is disqualified from being a governor of a particular school if they have failed to attend the meetings of the governing body of that school for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing body. A foundation, local authority, co-opted or partnership governor at the school who is disqualified for failing to attend meetings is only disqualified from being a governor of any category at the school during the twelve month period starting on the date on which they were disqualified.
- 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 sequestered 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.
 - has been removed from office as an elected governor within the last five years.
 - 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 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008.
 - is disqualified from working with children or from registering for childminding or providing day care.

- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State.
- subject to exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor.
- subject to exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of two and a half years or more in the 20 years before becoming a governor.
- subject to exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more.
- has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years prior to or since appointment or election as a governor.
- refuses a request by the clerk to make an application to the Disclosure and Barring Service for a criminal records certificate.

I have read the above grounds for disqualification from membership of a governing body and I declare that I am not disqualified on any of these grounds.

Signature:

Date: