

RICHARD CLARKE FIRST SCHOOL
Election of Parent Governors



Dear Parents,

A vacancy will be coming up at the end of October on our school's governing body for a parent governor. I am writing to inform you of the election arrangements and to invite you to stand for election. Parent governors are appointed for a period of four years, irrespective of whether their children remain in school during that period.

Parents who are willing and eligible to stand as a candidate for election need to email headteacher@richardclarke.staffs.sch.uk requesting a nomination form. The nomination form then needs to be signed by the candidate and two other parents. Parents of all children currently registered at the school are entitled to stand for election or to nominate others. For these purposes 'parent' includes a step-parent, guardian or other persons having parental responsibility. Please note that you will be disqualified from standing for election as a parent governor if any of the following criteria are applicable:

- You are employed at this school for more than 500 hours in a consecutive twelve month period (i.e. more than one third). You will, however, be entitled to vote in the election.
- You are an elected member of the Local Authority (Staffordshire County Council).

Prospective governors should satisfy themselves that they are not disqualified from being a school governor in general (see overleaf) and that they meet the eligibility criteria for being a Parent Governor at the school.

You may also like to note that the governing body has a code of conduct and that any new governor will be expected to sign up to and adhere to that code. You should also be aware that if your duties as a governor require you to have a DBS check, this will reveal information about previous cautions and convictions. You will also be required to attend Safeguarding training.

The time commitment is termly Full Governors meetings 6-7.30pm approximately. Plus up to 3 termly committee meetings. You will also be required to be a link Governor and meet with the member/s of staff you are linked with termly. Please consider if you have the desire to commit to this role and the belief you have a positive contribution to make to the effectiveness of the Governing body that will be judged by OFSTED. The skillset of our existing governors is outlined on the website so please look to see if the skills you could bring compliment those we already have. In particular our gaps are legal, GDPR and English and Art specialisms. Parents who have been previously interested in this position are encouraged to reapply.

A completed nomination form must be returned to the school no later than 26th October 2018, 3.30pm. It would be helpful if candidates would submit a brief statement about themselves. Should a vote be required, this will be distributed to all parents to help them to make their decision.

As soon as possible following the closing date for nominations, all parents will be sent a ballot paper giving details of each of the candidates. Parents will be asked to indicate their preference as appropriate and return the ballot paper to the school office no later than the date shown. To comply with statutory regulations the ballot will be conducted in secret.

All candidates will be invited to attend the count although it will not be invalidated due to inability to attend.

Parents will be informed of the results of the ballot immediately following the count.

Yours sincerely

Mrs Kay Hanson
Headteacher

The Governing Body

The Governing Body is legally responsible for the conduct of the school with a view to promoting high standards of educational achievement.

The Governing Body should:

- Ensure clarity of vision, ethos and strategic direction
- Operate in such a way that statutory duties are met and priorities are approved
- Provide challenge and hold the Headteacher and other senior leaders to account for improving the quality of teaching, pupils' achievement and pupils' behaviour and safety
- Use performance management systems, including the performance management of the Headteacher, to improve teaching, leadership and management
- Support and strengthen school leadership
- Contribute to the school's self-evaluation and understand its strengths and weaknesses
- Engage with key stakeholders
- Ensure solvency and probity and that the financial resources made available to the school are managed effectively
- Use the pupil premium and other resources to overcome barriers to learning, including reading, writing and mathematics.

Core Functions of the Governing Body

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 set out core functions which the Governing Body must strongly focus on and retain oversight of.

1. Ensuring that the vision, ethos and strategic direction of the school are clearly defined

It is the job of the Governing Body to:

- Set the school's strategic framework
- Ensure the school has a long-term strategic vision
- Agree the strategic priorities, aims and objectives for the school
- Sign off the policies, plans and targets for how to achieve them
- Check on progress and review regularly their strategic framework for the school in the light of that progress.

2. Ensuring that the Headteacher performs his or her responsibilities for the educational performance of the school

The Governing Body is responsible for the appointment and performance management of the Headteacher. Part of their role is to support and strengthen the Headteachers' leadership and to hold them to account for the performance of pupils and staff. This is particularly important in relation to the educational performance of the school.

3. Ensuring the sound, proper and effective use of the school's financial resources

The Governing Body is responsible for making sure the school's money is well spent. They should do this by ensuring they have at least one governor with specific skills and experience of financial matters.

The Governing Body should play a strategic role and leave the running of the school to the Headteacher they have appointed. The Governing Body must not interfere in the day-to-day running of the school.

The Seven Principles of Public Life

1. Selflessness - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
2. Integrity - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
3. Objectivity – In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
4. Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
5. Openness - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
6. Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
7. Leadership - Holders of public office should promote and support these principles by leadership and example.

YOU CANNOT BE A GOVERNOR IF:

- You are under 18 at the time of your election or appointment or you are a registered pupil at the school; or
- You are **already** a governor of a different category at the **same** school; or
- You have been detained under the Mental Health Act 1983 during your period of office; or
- You have failed to attend 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); or
- You are subject to a bankruptcy restriction order or an interim order; or
- You have had your estate sequestrated and the sequestration order has not been discharged, annulled or reduced; or
- You are 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); or
- You have 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 32 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of any body; or
- You are included in the list of people considered by the Secretary of State as unsuitable to work with children; or
- You are disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002; or
- You are disqualified from registration for childminding or providing day care; or
- You are disqualified from registration under Part 3 of the Childcare Act 2006; or
- You have 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; or
- You have received a prison sentence of two and a half years or more in the twenty years before becoming a governor; or
- You have, at any time, received a prison sentence of five years or more; or
- You have 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; or
- You refuse to allow an application to the Criminal Records Bureau for a criminal records certificate.