



ELECTION OF 2 PARENT GOVERNORS (Closing date for nominations is 4pm Wednesday 23rd May 2018)

Dear Parent/Carer,

The existing three Governing Boards of the schools have agreed to establish a Federation. This means that the three schools will have one Governing Board rather than three and this will come into effect on 1st September 2018.

We are writing to let you know that there are two vacancies for parent governors on the new Governing Board. The candidates can be parents of any of the three schools. There is one election to choose the two parent governors, with parents from Pinchbeck, Spalding and Surfleet primary schools taking part in this single election. Some key information is given below about the roles.

What is the structure of the Governing Board?

The Governing Board is made up of 13 governors:

- 1 local authority governor (appointed by Lincolnshire County Council)
- 2 foundation governors (appointed by the church)
- 2 parent governors (elected by parents)
- 1 staff governor (elected by staff)
- 6 co-opted governors (chosen by the Board to ensure the Board has the range of skills and expertise required)
- 1 Executive Headteacher

What does the Governing Body do?

The governing body has three principal roles outlined below.

- 1) *Establishing the strategic direction of the schools, by:*
 - setting the visions, values and objectives for the schools,
 - agreeing each school's improvement strategy with priorities and targets,
 - meeting statutory duties.
- 2) *Ensuring accountability, by:*
 - monitoring progress towards targets,
 - carrying out the performance management of the executive headteacher
 - engaging with stakeholders e.g. parents, staff and the wider school community,
 - contributing to school self-evaluation.
- 3) *Ensuring financial probity, by:*
 - setting the budgets,
 - monitoring spending against the budgets,
 - ensuring value for money is obtained,
 - ensuring risks to the organisation are managed.

What are the responsibilities of being a governor?

It is important that all governors:

- acknowledge that being a governor involves the commitment of significant amounts of time and energy;
- strive to work as a team in which constructive working relationships are actively promoted;
- observe complete confidentiality when matters are deemed confidential or where the concerns are about specific members of staff or pupils, both inside or outside school;
- accept collective responsibility for all decisions made by the Board or its delegated agents which means that governors will not speak against majority decisions outside the Governing Board meeting;
- accept that all governors must operate in the best interest of pupils, not as representatives to lobby on behalf of their constituency;
- appreciate that each individual governor is a member of the Governing Board, which is established in law as a corporate body, and that individual governors may not act independently of the rest of the Governing Board with decisions being the joint responsibility of the Governing Board;
- acknowledge that the governors, together as a body, have a range of legal responsibilities, so being a governor is an important commitment and new governors should be willing to attend training to aid their role.

Who can stand as a parent governor?

The term "parent" includes anyone who has custody of a child registered at any one of the schools, as well as 'natural' parents. Parents can stand for election and vote in secret in the election (if a ballot is needed).

What are the time commitments of being a governor?

Governors are expected to:

- Attend the meetings of the full governing body (likely to be 6 meetings per year on a weekday evening).
- Be a member of and attend the meetings of one committee;
- Prepare for these meetings by studying relevant paperwork which is provided in advance of these meetings;
- Take on responsibility as lead governor in an area such as: pupil premium; safeguarding; special education needs; maths and English; church school distinctiveness; health, safety and premises (exact lead roles to be determined by the new Governing Body)
- Come into the schools on occasions during the year to meet with key staff to oversee progress in your lead area and report back to the full Governing Board;
- Attend relevant governor training sessions.

Parent governors have a 4 year term of office and continue to serve even if their child(ren) leave(s) the schools during this period.

Are there any restrictions which could disqualify parents from becoming parent governors?

Yes, no one may serve as a governor or associate member who:

- 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
- 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 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
- 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
- has received a prison sentence of two years or more in the 20 years before becoming a governor
- has at any time received a prison sentence of five years or more
- has 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.

Governors are subject to enhanced DBS checks and the elected parent will be provided by the school with the requisite information to enable access to the online application form. Once completed, the school administrator or Headteacher must be notified and the governor is required to take proof of identity (as detailed in the list of Valid Identity Documents) into school. The term of office of the successful candidate can commence on receipt of a clear enhanced DBS being received by the school. However, it is essential that whilst the check is being processed the school should ensure that appropriate safeguarding procedures are adhered to.

It is recommended that you discuss this with the Executive Headteacher if you have any concerns over issues which may be highlighted by the Enhanced DBS as they may not exclude you from acting as parent governor.

How are parent governors Elected?

Parent governors must be people (aged at least 18) who have child(ren) at one of the schools when they are elected. Nomination forms are available from the schools. Each form must be signed by the candidate. Candidates must also make a short statement about themselves (maximum 150 words) and a simple form for this purpose is provided with the nomination forms.

If more than two nominations are received, there will be a secret ballot with ballot forms (1 per parent) and enveloped for their return being sent to each parent. The form explains how votes may be cast. If there are only two nominations, then those people will be declared elected. If there are no nominations, it will be for the Governing Board to fill any remaining vacancy by appointing a parent governor.

The names of the parents elected will be displayed at the schools for at least seven days and will be included in the next editions of the school newsletters. **The rules for the election** are written down to procedures set by the Local Authority.

We would encourage all parent to consider whether to stand. The role is demanding but very rewarding in having an impact on the education of the children in our community.

The 'Seven Principles of Public Life'

It is vital that from the offset as a potential new governor that you understand that **all governors are public** volunteers and as such are subject to same Nolan Committee rules of public life as councilors and MPs.

The Nolan committee rules are known as the 'Seven Principles of Public Life'. The principles are given below.

Selflessness

Holders of public office should take decisions solely in terms of public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisation that might influence them in the performance of their official duties

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.

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.

Openness

Holders of public office should be open as possible about all decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands this.

Honesty

Holders of public office have to declare any public interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

Yours sincerely



Mr A Raistrick
Executive Headteacher

ELECTION OF PARENT GOVERNOR

NOMINATION PAPER

Name of Schools: FEDERATION of
 SPALDING PRIMARY SCHOOL
 PINCHBECK EAST CofE PRIMARY SCHOOL
 SURFLEET PRIMARY SCHOOL

Number of Parent Governors to be elected: TWO

CANDIDATE
(Name/Address/Signature)

PROPOSED BY
(Name/Address/Signature)

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Signed.....

Signed.....

SECONDED BY
(Name/Address/Signature)

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Signed.....

Please provide a statement which can be forwarded to all voters, stating your reasons for wishing to become a Parent Governor and any relevant information. Maximum 150 words.

This form must be returned to Sarah Phillips by 4pm on Wednesday 23rd May 2018 in a plain, sealed envelope labelled "CONFIDENTIAL – PARENT GOVERNOR NOMINATION".