



**SHOTTERY CE PRIMARY SCHOOL**  
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Dear Parents

### **Have you thought about becoming a Parent Governor?**

Due to the retirement of long-serving members of our Governing Body we currently have vacancies for parent governors. Becoming a parent governor offers you the opportunity to make a real contribution to the life and work of our school. School governors play a key role in the leadership of the school and work together with staff to make sure that our school provides a challenging and supportive environment for its pupils.

I am writing to encourage you to put your name forward. Being a governor can be very rewarding and will provide you with the opportunity to meet new people and gain new skills. Do not worry if you have no experience in education matters as full training and support are available from the Local Authority and your colleagues on the governing body.

### **Who can be a Parent Governor?**

Most parents and carers of registered pupils are eligible to become parent governors, for more detail please see the attached qualifications and disqualifications sheet. Every parent, whether or not you live with the pupil, is entitled to be nominated as a parent governor and to vote in a parent governor election. Someone who has parental responsibility or day-to-day care of a pupil is also eligible to serve and to vote.

### **How long do Parent Governors serve for?**

The usual term of office is four years from the date of appointment. If you choose to, you can complete your term of office even if your child has since left the school.

### **How are Parent Governors nominated and elected?**

If you would like to put your name forward, a nomination form is available from the school office. The closing date and time for the receipt of nominations is **Monday 3 October at 12 noon**. Where the number of nominations received matches the number of positions available, nominees will be automatically elected. Where a greater number of nominations are received than posts available an election will be held and ballot papers for this will be sent to all parents and carers.

We look forward to hearing from you.

Yours sincerely

Sarah Marshall, Headteacher and David Pashley, Chair of Governors



## NOMINATION FORM FOR THE ELECTION OF A PARENT GOVERNOR AT SHOTTERY ST ANDREW'S CE PRIMARY SCHOOL

I wish to stand for election as a Parent Governor of the above school.

I confirm that I am a parent/carer of a registered pupil at the above school.

*please print your name:* \_\_\_\_\_

*address:* \_\_\_\_\_

\_\_\_\_\_

*signed:* \_\_\_\_\_ *date:* \_\_\_\_\_

Your nomination requires a **Proposer** and a **Secunder**, who are also parents/carers of registered pupils at this school. They must not, however, be your spouse, partner or members of your immediate family.

**Proposer :** *please print your name:* \_\_\_\_\_

*address:* \_\_\_\_\_

\_\_\_\_\_

*signed:* \_\_\_\_\_

**Secunder :** *please print your name* \_\_\_\_\_

*address* \_\_\_\_\_

\_\_\_\_\_

*signed :* \_\_\_\_\_

Please ensure all necessary signatures are completed as your nomination will not be valid if these are not present. Please return this form to the school office by : Monday 3 October 12 noon

## QUALIFICATIONS AND DISQUALIFICATIONS

### Governors and Associate Members

Schedule 6 of the Constitution Regulations covers the qualifications and disqualifications of governors.

A governor must be aged 18 or over at the time of his or her election or appointment and cannot be a registered pupil at the school. This does not relate to associate members.

A person cannot hold more than one governorship at the same school.

A person is disqualified from holding or from continuing to hold office as a governor or associate member if he or she:

- fails to attend the 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);
- is subject to a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief order or an interim debt relief order;
- has had his or her estate sequestrated and the sequestration order has not been discharged, annulled or reduced;
- is subject to:
  - i) a disqualification order or disqualification undertaking under the Company Directors Disqualification 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 429(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order);
- has 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 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of any body;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children;
- is disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002;
- is disqualified from registration for childminding or providing day care;
- is disqualified from registration under Part 3 of the Childcare Act 2006;
- has 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;
- has received a prison sentence of two-and-a-half 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;
- refuses to allow an application to the Criminal Records Bureau for a criminal records certificate.

A governor must not also be a clerk to the governing body at which he or she is a governor.