

19 September 2016

Dear Parent/Carer

**Parent Governor Election
Notice of Election**

Parent Governors are elected by the parents of pupils at the School to serve a four year term of office. An election for one Parent Governor is now necessary as there is one vacancy with immediate effect.

A Parent is defined as any individual who has Parental responsibility for, or cares for a child or young person under the age of 19, registered at this school. Parents are therefore requested to make nominations for this vacancy using the attached Nomination Form. You may, if you wish, put yourself forward as a candidate but all candidates must be proposed and seconded by two other parents of pupils attending Carr Hill. Please read the information provided with the Nomination Form.

The timetable for the Election is:-

1. Nomination Form to be returned to me by 12.00 noon on Monday, 3 October 2016;
2. Ballot papers to be sent to all parents on Friday, 7 October 2016;
(Voting will only take place if there are more nominations than vacancies)
3. Ballot Papers to be returned to me by 12.00 noon on Monday, 17 October 2016;
4. The votes will be counted at 1.30 p.m. on, Monday 17 October 2016 after which the result will be announced.

Governors have an important and influential role to play in the life of our School, and I do hope you will be able to take part in this election by becoming a Candidate and by casting your vote when the time comes.

If you require any further information about being elected to the Governing Body, please do not hesitate to contact me.

Yours faithfully



Mr A Waller
Headteacher/Returning Officer for Governor Election

Information

A. Eligibility

1. All parents of pupils at the school and, in the case of maintained nursery schools, parents of children for whom educational or other provision is made on the premises of the school can be nominated as a candidate for a parent governor election except for:

Elected Members of the Local Authority

Anyone paid to work at the school for more than 500 hours in any consecutive 12 month period.

B. Nomination

1. Any parent who wants to be nominated has to be proposed and seconded by two other parents of pupils (children) at the school using the nomination form on the page opposite. It should be completed and sent to the Returning Officer by 12.00 noon on Monday 3 October 2016. Please note there can be no extension beyond this time and date.
2. Candidates should complete the reverse of the nomination form with biographical details. This information will be sent with the voting papers to all parents to help them decide how to use their votes.

C. Parent Governors

(See also information sheet on parent governors)

1. The governing body of the school has several categories of governor, and "parent governor" is one of these categories. All governors carry equal status.
2. Responsibility rests in the governing body as a whole. Individual governors only have responsibility collectively in the governing body. To be a governor does not give personal authority.
3. The term of office for a parent governor is 4 years, and a parent governor does not have to resign if his/her child ceases to be a pupil at the school before that period of time ends, though s/he may do so if s/he wishes.

D. Disqualification

Regulations disqualify certain individuals from becoming a governor. The attached appendix lists the disqualification criteria. Prospective governors should read it carefully before proceeding with their nomination.

Nomination Form

Before completing this form please read the notes on the opposite page.

Please note: nominee, proposer and seconder must all be parents of a child attending Carr Hill High School and Sixth Form Centre.

	SURNAME, INITIALS Mr./Mrs./Miss/Ms.	ADDRESS	SIGNATURE
Nominee	(Capitals)		
Proposer	(Capitals)		
Seconder	(Capitals)		

Declaration of Nominee: I am willing to accept nomination and confirm that I am not disqualified from becoming a Governor. Should I be elected and subsequently become disqualified I undertake to notify the clerk in writing.

Should I be elected I understand that information on my Governorship will be made available to the County Council for its use in providing support to school Governors*.

* In this respect the Data Controller is Lancashire County Council and the nominated officer for data protection is the Data Protection Officer.

Signed: Date:

This form must be returned to the Headteacher/Returning Officer by 12.00 noon on Monday, 3 October 2016. Late nominations will not be accepted.

DISQUALIFICATION FROM HOLDING A GOVERNORSHIP

Regulations disqualify certain individuals from becoming a Governor. Before your nomination can be considered you are required to confirm that you are not disqualified from becoming a Governor. **Failure to submit a declaration will debar you from consideration as a Governor.** You are required to notify the clerk, in writing, if you subsequently become disqualified from continuing as a Governor.

Further information on any of the criteria can be found in the School Governance (Constitution) (England) Regulations 2012, Schedule 4. This section refers specifically to disqualification from governorship. Alternatively you may contact Governor Services on 01524 581215.

Qualification and Disqualification Criteria

General

- 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.

Particular categories of governor

- A person cannot be a parent governor if they are an elected member of the local authority or paid to work at the school for more than 500 hours in any consecutive twelve month period (at the time of election or appointment).

Failure to attend meetings

- 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. This does not apply to the headteacher or to foundation governors appointed by virtue of their office.
- 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.

Bankruptcy

A person is disqualified from holding or continuing to hold office as a governor of a school if:

- Their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
- They are the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order.

Disqualification of Company Directors

A person is disqualified from holding, or from continuing to hold, office as a governor of a school at any time when they are subject to:

- A disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986;
- A disqualification order under the Company Directors Disqualification (Northern Ireland) Order 2002;
- 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).

Disqualification of Charity Trustees

A person is disqualified from holding or from continuing to hold, office as a governor of a school if they have:

- Been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners of the High Court on the grounds of misconduct or mismanagement or
- Been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body.

Persons whose employment is prohibited or restricted

A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when they are:

- Included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people;
- Barred from any regulated activity relating to children;
- Disqualified from working with children or from registering for childminding or providing day care;
- Disqualified from being an independent school proprietor, teacher or employee by the Secretary of State.

Criminal Convictions

A person is disqualified from holding or continuing to hold office as a governor if they have:

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

Refusal to make an application for a criminal records certificate

A person is disqualified from holding or continuing to hold office as a governor if they refuse a request by the clerk to the governing body to make an application to the Disclosure and Barring Service for a criminal records certificate.