

**Diocese of Brentwood**  
**St Bede's Catholic Primary School and Nursery**

Canon Avenue, Chadwell Heath, Romford, Essex RM6 5RR

**Head teacher**

Mr Gary Nott B.Ed (Hons)



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29<sup>th</sup> October, 2018

Dear Parents/Carers

**Parent Governor Elections**

I refer to the Chair of Governors Mark Butcher's letter sent prior to the half term break inviting nominations for our two parent governor vacancies.

As Mr Butcher indicated, and I am taking the opportunity to repeat, no special qualifications are needed but the most important thing is to have a keen interest in the school and to be prepared to play an active part in the governing body's work. Training is available for all governors and the governing body has an expectation that those new to being a governor attend free induction and safeguarding training.

The sheet on the reverse side of this letter summarises the circumstances under which someone cannot serve as a governor (Annex F – Qualifications & Disqualifications to serve as a school governor). In addition, parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the local authority are not eligible to stand in these elections.

Please use the attached revised nomination form if you would like to stand for election. Parents may self-nominate but if a parent wishes to propose another parent, they should seek their approval before submitting the nomination. Nominations must be from parents or carers with children at the school on the day nominations close and must be received no later than 4pm on Friday 9<sup>th</sup> November 2018.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Gary Nott'.

Gary Nott  
Headteacher & Returning Officer

## **Annex F –Qualifications and disqualifications to serve as a school governor**

A governor must be aged 18 or over at the time of his/her election or appointment and cannot hold more than one governorship at the same school.

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

- is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced;
- is subject to:
  - a disqualification order or disqualification undertaking under the Company Directors Act 1986
  - a disqualification order under the Companies Directors Disqualification (Northern Ireland) Order 2002
  - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
  - 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 an order made by the Charity Commission or Commissioners or High Court on the grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned in the management or control of anybody;
- 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 working with children under sections 28,29, or 29A of the Criminal Justice and Court Services Act 2000;
- is disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding 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 3 months (without the option of a fine) in the 5 years before or since becoming a governor;
- has received a prison sentence of 2½ years or more in the 20 years before becoming a governor;
- has at any time received a prison sentence of 5 years or more;
- has been convicted under section 547 of EA 1996 (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992 (nuisance or disturbance on educational premise) during the 5 years prior to or since appointment or election as a governor;
- is employed at the school for more than 500 hours per academic year if wishing to stand for parent governor at the same school;
- is an elected member of the Local Authority (applies to parent and community governors only);
- has refused a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997 for a criminal records certificate
- has been disqualified from holding office as a governor of this school due to failure to attend governing body meetings for a continuous period of six months

**ST BEDE'S CATHOLIC PRIMARY SCHOOL & NURSERY**

**Election of parent governors**

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature of person nominated: \_\_\_\_\_

Signature of proposer (if different to nominee): \_\_\_\_\_

Name and address in BLOCK letters of proposer (if different to nominee):

\_\_\_\_\_

Signature of seconder (if different to nominee): \_\_\_\_\_

Name and address in BLOCK letters of seconder (if different to nominee):

\_\_\_\_\_

Personal Statement (maximum 100 words)

I wish to submit my nomination for the election of parent governor

I confirm (i) that I am willing to stand as a candidate for election as a parent governor and (ii) that I am not disqualified from holding office for any of the reasons set out in the School Governance Regulations (see attached 'Qualifications & disqualifications to serve as a school governor' document).

Signature: \_\_\_\_\_

(Date): \_\_\_\_\_

**Completed nomination forms must be returned to the school by 4pm on Friday 9<sup>th</sup>  
November, 2018**