



South Avenue Primary School

South Avenue, Sittingbourne, Kent ME10 4SU

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Head Teacher: Mrs Diane Browning B.A Ed (Hons) N.P.Q.H.

8th September 2017

To: The Parents of Pupils attending the South Avenue Primary School

Dear Parent/Carer

Ref **Election of Parent Governors**

I am writing to invite you to consider standing for election as a parent governor for South Avenue Primary School or to nominate another parent to do so. There is currently one parent governor vacancy at the school.

Every Kent school has a governing body, which includes a number of categories of governors, including parent governors. Most schools have between three and seven parent governors who are elected to serve for a period of between one and four years, though they may resign at any time.

Together with the headteacher, the governing body has overall responsibility for the running of the school. Governors are involved in deciding school policies, allocating the school's budget and appointing senior staff. They are also expected to take a central role in supporting the strategic development of the school. No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing body's work.

At South Avenue Primary School, we have three parent governors, who serve for a term of office of four years. The full governing body normally meets six times a year usually at 4.30 p.m. and, in addition, governors are encouraged to undertake regular visits to the school.

If you would like to stand for election, or to nominate someone else, please complete the attached form and return it to me within two weeks, by no later than 4 p.m. on Friday, 22nd September 2017. Each person nominated must be a parent or carer of a child who currently attends the school and proposed and seconded by parents/carers who have a child at the school. Anyone standing for election is invited to provide with his/her nomination a short personal statement (maximum of 100 words). The statement should only include biographical information, your reasons for wanting to be a parent governor and the contribution you believe you can make to the governing body.

If the number of nominations received is equal, or less than, the number of vacancies, the nominees will automatically be elected as parent governors. If, however, there are more nominations than vacancies, an election will be held and copies of the personal statements will be sent to all parents. Two weeks will be allowed for the return of ballot papers. Each parent will have one vote for the vacancy, no matter how many children he or she has at the school.

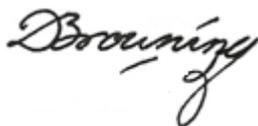
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Because appointment as a school governor will give access to children there is currently a requirement for governors to have an enhanced Disclosure and Barring Service check.

I do hope you will consider standing as a governor or else nominate another parent/carer. If you would like more information about being a school governor, please contact another governor or myself for further information.

Yours sincerely



Mrs D Browning
Headteacher

Enc.

DB/DLS

- You must be aged 18 or over at the date of this election or appointment;
- You must not already hold a governorship of the same school;
- You must not have been disqualified as a governor for non-attendance at governing body meetings of this school;
- You must not be bankrupt or subject to a disqualification order or disqualification undertaking under the Company directors 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 2003, or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under court administration order);
- You must not have been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement or, under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, from being concerned in the management or control of any body;
- You must not have been disqualified from working with children
- You must not be included on the list of teachers or workers prohibited or restricted from working with children or young people;
- You must not have been disqualified from being an independent school proprietor, teacher or employee by the Secretary of State for Children, Schools and Families;
- You must not 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;
- You must not have been sentenced to 2.5 years or more in prison in the 20 years before becoming a governor;
- You must not have at any time received a prison sentence of 5 years or more;
- You must not have been fined, for causing a nuisance or disturbance on school premises during the 5 years prior to becoming a governor or since appointment or election as a governor;
- You must not have been prohibited or restricted from working with children or young people.
- You must agree to an application being made to Disclosure and Barring Service (DBS) for a Disclosure certificate

ELECTION OF PARENT GOVERNORS

PLEASE RETURN THIS FORM TO THE SCHOOL BEFORE FRIDAY, 22ND SEPTEMBER 2017

Name of the School South Avenue Primary School

Please enter in **BLOCK CAPITALS** the name and address of the person being nominated for election (he/she must be the parent/carer of a child registered at the school named in 1):

Name: -----

Address: -----

Signature of person nominated: -----

Parent/Carer of: ----- (Name of Child/ren)

Details of current governor posts held: -----

Name of proposer: -----

Address: -----

Signature of proposer: -----

Parent/Carer of: ----- (Name of Child/ren)

Name of seconder: -----

Address: -----

Signature of seconder: -----

Parent/Carer of: ----- (Name of Child/ren)

Please note:

- i. Further nomination forms can be obtained from the Headteacher. A parent/carer may not propose or second more nominees than there are vacancies for parent governors.
- ii. People who are bankrupt, or have recently been sentenced to three months or more of imprisonment (without the option of a fine), may not serve as governors. For full details of the disqualification rules please refer to the school. Because appointment as a school governor will give access to children there is currently a requirement for governors to self disclose (please see list detailed at the foot of the attached letter).
- iii. A person is disqualified from election or appointment as a parent governor of a school if they are an elected member of the LEA or if they work at the school for more than 500 hours (.e. for more than one-third of the hours of a full-time equivalent) in a school year (at the time of election).
- iv. The term "parent" includes guardians, foster parents and any person who has actual custody of a child.