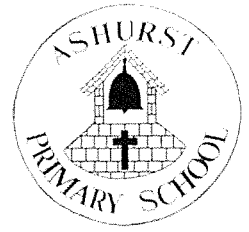


WEST SUSSEX COUNTY COUNCIL

ASHURST CE AIDED PRIMARY SCHOOL

SCHOOL LANE, ASHURST, WEST SUSSEX
BN44 3AY



Headteacher: Mrs S Smith BA (Hons) RE & English PGCE

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17th September 2021

Dear Parents,

Election of Parent Governor

Every maintained school in England has a Governing Body responsible to the local community for running the school. We are writing to invite parents, guardians and carers of registered pupils to put their names forward for election to serve as parent governors of this school.

There is currently one post available for election. The term of office is 4 years.

Being a Governor is an important role in the life of the school as Governors work with the Headteacher in setting the overall direction of travel of the school. They are involved in important decisions about student applications to the school, staff appointments, the budget of the school, and expenditure on the premises of the school. They discuss student achievement and support and take an interest in the ways the school is continuing to maintain high standards. They support the Headteacher and School Leadership Team as they lead the school.

We would like anyone who has time to offer and a passion for our distinctive Christian School to feel able to offer their services in these key roles. A wide variety of skills including business and finance are very welcome.

Your Commitment

If you become a Governor you will be taking on the following commitments to help make sure the school is well managed:

- Share the responsibilities of the Governing Body as summarised above.
- Attend and participate in meetings on a regular basis - Governors attend six Full Governing Body meetings and are normally a member of one or two committees which

usually each meet about 3 times a year. Full Governing Body Meetings normally start at 5.30pm and last no longer than two hours

- Undergo appropriate training

You will be required to sign the Governing Body's code of practice, and to apply for a DBS enhanced disclosure.

If you are interested in standing for election, please complete the enclosed nomination form, ensuring that you obtain the signatures of 2 parents/legal guardians who support your nomination. You must also include a brief election statement. If 4 or more nominations are received, we shall send all parents voting papers, which will include the candidates' election statements.

All parents over the age of 18 are eligible to stand for election and to vote with the exception of:

- (i) those who are elected members of West Sussex County Council
- (ii) those who are employed to work at the school for more than 500 hours in an academic year
- (iii) those who are ineligible as listed **overleaf**.

In the event of a ballot we will arrange for votes to be counted at a time mutually agreed with all candidates, and each candidate or his authorised representative may attend the count. We shall arrange for all parents to be notified of the result.

We have enclosed an extract from the Regulations concerning the qualifications and disqualification connected with the office of governor, which you should read carefully. If you have any queries about them or about the procedure, we shall be pleased to answer them.

Yours sincerely,



Mrs S Smith & Mrs M Kilham
Headteacher Chair of Governors



NOMINATION FORM FOR PARENT GOVERNORS ASHURST CE AIDED
PRIMARY SCHOOL

(Mr/Mrs/Miss/Ms) _____ (full name) of

(full address)

(Telephone Number)

(Home) _____ (Work) _____

Parent/Legal Guardian of

_____ (child's name)

I wish to stand for election as a Parent governor of the above school. The following two
parents or legal guardians of children attending the school support my nomination:

Signature

Address

1. _____

(Name) _____

2. _____

(Name) _____

Brief election statement:

Signature of Candidate: _____

Date: _____

Please return completed nomination form in a sealed envelope clearly marked 'Parent Governor Nominations' to school office to arrive not later than **Noon on Friday 1st October 2021**

DECLARATION FORM

I declare that I am not disqualified from serving as a school governor and that:

- I am aged 18 or over at the date of this election or appointment;
- I am not a registered pupil at the same school;
- I do not already hold a governorship of the same school;
- I am not subject to a disqualification order under the Criminal Justice and Court Services Act 2000;
- I am not subject to a direction of the Secretary of State under Section 128 of the Education and Skills Act 2008.
- I am not 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 sequestrated and the sequestration has not been discharged, annulled or reduced
- I am not 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)
- I have not 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
- I am not included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
- I am not barred from any regulated activity relating to children
- I am not disqualified from working with children or from registering for childminding or providing day care
- I am not disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- I have not 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
- I have not received a prison sentence of two years or more in the 20 years before becoming a governor
- I have not at any time received a prison sentence of five years or more
- I have not 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

Name _____

Signature _____ Date _____

POLICE ACT 1997 (Part V) – CRIMINAL RECORDS CHECKS

During a period of office, a school governor may be asked to complete a Disclosure Application to enable a check to be carried out by the Disclosure and Barring Service (DBS). Failure to comply with this request or an unsatisfactory result from the check will mean the immediate termination of an appointment as a school governor.

ABSENCE FROM MEETINGS

A governor who, without the consent of the governing body has failed to attend full Governing Body meetings for a continuous period of six months (from the date of the first meeting missed), shall be disqualified. The person may not be nominated or appointed as a governor of the same category to that school for twelve months immediately following the disqualification.

Process for Selection and Appointment of Parent Governors at
Ashurst CE Aided primary School



- As the parent, carer or other person with parental responsibility for a child at this school you have the right to both propose candidates and stand as a candidate yourself.
- If you decide to put yourself forward for the Parent Governor vacancies you will need to find two other parents/carers willing to propose and second your nomination. You will need to ask them to complete and sign the attached form.
- If more parents want to become Governors than there are vacancies, a ballot will be held. Ballot papers and details of the election process will be sent to all parents and carers eligible to vote.
- If you put yourself forward and no ballot is necessary you will be elected unopposed from the day after the deadline for nominations passes.
- You are invited to provide a statement to support your nomination as a Parent Governor to not exceed 100 words. If a ballot is held this statement will be included on the ballot paper to help other parents decide who to vote for.
- If you are elected as a Governor your term of office will normally be 4 years. You can resign at any time. If your child leaves the school you can continue as a Governor until the end of your term of office.
- The enclosed nomination form must be returned to the Returning Officer not later than ten school days from the date this letter was passed to you by the school - i.e. Noon on Friday 1st October 2021
- If you are elected you will be asked to apply for a Disclosure and Barring Service (DBS) enhanced disclosure.