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Muskham Primary School
Main Street
North Muskham
Newark
NG23 6HD

Monday 16th September 2024

Dear Parents,

Nominations for parent governors

The governing body of Muskham Primary has two vacancies for parent governor and is looking for parents who have children at the school full-time to fulfil these vital strategic roles. The term 'parent' relates to any person who has 'parental responsibility' as defined by the Section 576 of the Education Act 1996. If you have any queries about your eligibility as a parent, please contact the Headteacher for further advice.

We are looking for parents who have the skills required to contribute to effective governance and the success of the school. Your skills may include personal attributes, qualities and capabilities, such as the ability and willingness to learn and develop new skills.

Governing bodies are responsible for a wide range of matters which come under three main headings:

Ensuring clarity of vision, ethos and strategic direction;

Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and

Overseeing the financial performance of the school and making sure its money is well spent.

Governors need a strong commitment to the role and to improving outcomes for children, the inquisitiveness to question and analyse, and the willingness to learn.

The governing body of Muskham Primary, would specifically welcome nominations from parents with skills/expertise or an interest in finance, health and safety, safeguarding, DEIB, H.R policy or property management.

We seek to recruit and/or develop governors with the skills to work constructively in committees, chair meetings and to lead the governing body. As an effective governing body, we seek to secure or develop within our membership as a whole, expertise and experience in:

- Analysing performance data
- Budgeting and driving financial efficiency
- Performance management and employment issues, including grievances

Our parent governors serve a four year term of office (even if your child leaves the school during this time). We meet three times per year as a whole Governing Body and have a Business and Governing Committee who meet once per term. There is an expectation in our Code of Conduct (copy attached) that you will become a member of the committee and take on additional responsibilities as a 'link governor'. All governors are expected to abide by the Code of Conduct adopted by the governing body.

We offer a full induction package, a mentoring system and availability of in-house, central and on-line training packages. We also offer the opportunity for prospective governors to meet the Headteacher or Chair of Governors to discuss the role before completing a nomination form.

Parents/carers from Black and Minority Ethnic backgrounds, from the Lesbian, Gay, Bisexual and Transgender community, and those with disabilities, are usually under-represented on governing bodies and in the County. The school would like to encourage nominations from under-represented groups in our community.

All new and re-appointed school governors are required to complete a declaration of eligibility form. Upon election, all governors will be subject to a safeguarding check carried out through the national Disclosure and Barring Service.

If you wish to complete a nomination form to become a parent governor, you need to:

- a. Check that you are eligible by reading the enclosed qualifications and disqualifications criteria. Sign the declaration of eligibility form and return this with your completed nomination form.
- b. Complete the nomination form (once you are satisfied that you are eligible to become a governor).
- c. Include a statement, **up to 80 words**, about yourself, the skills and commitment you can bring to the governing body and why you would like to become a governor. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election. All words over 80 will be deleted and not used in the election process.
- d. Each nomination must be received at the school by 10.00 am on **Thursday 26th September 2024**. It should be sealed in an envelope marked 'Nomination for Parent Governor' and may be delivered by hand or by post to the school. Electronic nominations must be returned to via office@muskham.notts.sch.uk. A sealed ballot box will be available in the school entrance for hand deliveries. The onus is on you to ensure that the nomination form is put in the box either by personal delivery or by sending it with your child.

Your nomination should be acknowledged by the Headteacher/returning officer within two working days of the closing date. If you do not receive this acknowledgement, please contact the school.

In accordance with the School Governance (Constitution) (England) Regulations 2012, an elected member of the Local Authority (LA) or school staff who are paid to work at the school for more than 500 hours in any consecutive twelve month period are **not** eligible for election or appointment as parent governors. However, they can vote in parent governor elections if they are parents of children attending the school and can be governors at another school.

An election will be held if more nominations are received than the number of vacancies. For the purpose of the election, ballot papers will be sent to all parents or carers with children at the school, together with any details that you and other nominees have provided. This procedure will be explained to you by the Headteacher should an election be necessary.

If you have any further queries about the role of parent governor, please contact the Headteacher of the school, other members of the school governing body or Nottinghamshire County Council Governor Services on telephone number 0115 804 0628.

Yours sincerely,

The Governing Body

Parent governor elections: timescale

	Action
Nomination of Candidates	
Mon 16th Sep	Nomination forms, Qualifications and disqualifications criteria and the Declaration of Eligibility form to be sent or put on school website ensuring that all parents are aware of the process and can access nomination forms.
Thurs 26th Sep	Closing date for nominations. Forms to be returned to school by parents by 10.00 am
Fri 27th Sep	<p>Nominations, including ones sealed in envelopes or returned electronically to be counted and checked.</p> <p>If fewer or equal number of nominations to vacancies, the following should be informed:</p> <ul style="list-style-type: none"> • Candidates • Parents <p><i>Headteacher informs Governor Services, in writing, of details of successful candidate, date of appointment and sends a copy of the signed Declaration of Eligibility form.</i></p> <p>Appointment letter and welcome pack issued by Governor Services.</p> <p>If there are more nominations than vacancies an election will take place.</p>
Election	
Fri 27th Sep	Nominees notified and ballot papers prepared.
Fri 27th Sep	Ballot papers to be put on school website, and made available via the office, ensuring that all parents are aware of the process and can access nomination forms.
Mon 7th Oct	<p>Closing date for voting - 10.00 am.</p> <p>Witnessed count to begin as soon as possible after voting closed. (Nominees invited to observe).</p> <p>Returning officer to check ballot papers and electronic ballot papers to ensure all are valid</p> <hr/> <p>The following to be informed of the result:</p> <ul style="list-style-type: none"> • All candidates • All parents <p><i>Headteacher informs Governor Services, in writing, of details of successful candidate, date of appointment and sends a copy of the signed Declaration of Eligibility form. This can be emailed to governors@nottscc.gov.uk</i></p> <p>Appointment letter and welcome pack issued by Governor Services.</p>

Qualifications and disqualifications

The School Governance (Constitution)(England) Regulations 2012

Qualifications and disqualifications (regulation 17 and schedule 4 to the regulations)

Grounds for disqualification fall into three broad categories:

- **General grounds**
- **Grounds that apply to particular categories of governor; and**
- **Grounds that arise because of particular failings or actions on the part of the governor.**

All the grounds for disqualification apply also to associate members except that associate members can be registered pupils at the school and can be under 18.

General grounds:

- 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.

Grounds that apply to particular categories of governor:

A person is disqualified from being a parent governor if they are an elected member of the LA or paid to work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in any consecutive twelve month period (at the time of election or appointment).

A person is disqualified from being a local authority governor if they are eligible to be a staff governor at the school.

A person is disqualified from being a partnership governor if they are -

- a parent of a registered pupil at the school
- eligible to be a staff governor at the school
- an elected member of the LA or
- employed by the local authority in connection with its education functions.

Grounds that arise because of particular failings or actions on the part of the governor:

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.

A person is disqualified from holding or continuing to hold office if that person:

- is 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
- is 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)
- has 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
- has been removed from office as an elected governor within the last five years.
- is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
- is barred from any regulated activity relating to children
- is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008
- is disqualified from working with children or from registering for childminding or providing day care
- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- has 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
- has received a prison sentence of two 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 a request by the clerk to make an application to the Disclosure Barring System for clearance

Anyone proposed or serving as a governor who is disqualified for one of these reasons must notify the clerk to the governing body.

Declaration of Eligibility

All new and re-appointed school governors are required to sign a declaration of eligibility form.

Having read and understood the disqualification criteria listed, I declare that I am not disqualified from serving as a governor on a school governing body. If I become disqualified, I will give notice of the fact to the clerk to the governing body.

Please print

Name

School

Email address.....

Correspondence address.....

Signed..... Date.....

Please return the signed document with your nomination form.

Nomination form

Election of a parent governor to the school governing body

School: Muskham Primary School

***Please note** if you are an existing parent governor and your term of office is coming to an end you will need to complete the nomination form if you wish to stand again.*

Title: (Mr/Mrs/Miss/Ms etc.)

Full name of nominee (block capitals)

Address and postcode

Parent of:

Class:

I have read the declaration of eligibility and confirm that I am eligible to be a school governor by signing and enclosing the completed Declaration of Eligibility form with this nomination form.

In the event of a ballot being needed, please indicate if you wish your address to be

shown on the ballot form.

Yes

No

(tick as appropriate)

If you wish, enter brief personal details of **not more than 80 words.** (See covering letter)

This form must be returned to the school by 10.00 am on Thursday 26th September 2024