



9th November 2018

Dear Parent

Bosworth Academy Parent Governor Vacancy

I am writing to let you know that there is a parent governor vacancy to serve on the governing body of Bosworth Academy. I would like to invite parents who are interested in taking up this role to put their names forward. It is a requirement of the School Governance (Constitution) (England) Regulations 2012 that these vacancies are filled by election. Details of what you will need to do to be nominated are given at the end of this letter.

We are looking for representation from parents across the school and applications will be welcome from any parent who is interested in contributing to the future of our school and the students in its care. We are particularly looking for the following skills to complement our existing governing body:

- Financial management/accountancy;

The parents of registered pupils at the school elect parent governors. The definition of parent includes any person having all the rights, duties, powers, responsibility and authority which a parent of a child has by law, or who has care of him or her. Depending on the circumstances, therefore, a "parent" may include not only a child's natural parents but also others such as step-parents, relatives, co-habitees of either natural parents, carers and foster parents.

Parent governors are elected by other parents and are vital to our governing body. They share equally with other governors the duty of carrying out the governing body's wide range of responsibilities. Governors do not run the school day to day, as their role is at the strategic or policy-making level in the school. You do not have to be an expert on education to be a school governor, and we value the experience that all governors bring to the role.

Governing bodies are responsible for a wide range of matters, which include ensuring that pupils receive high quality education and planning for the future development and improvement of the school. Parent governors play an important role as members of the governing body and are welcomed as valued members of the team. They play a vital role in ensuring the governing body is aware of the views of parents and the local community.

The governing body works together as a group. If you become a governor you would be expected to attend a minimum of four governing body meetings per year and a number of committee meetings.

If you join our governing body, you will serve for a four year term and you can continue to the end of the four years even if your child or children leave the school. Being a governor does take up time. There are 4 full governing body meetings each year and governors usually serve on one or more committees which meet, at least once a term. You will need to set aside time to be able to be an effective governor: time to prepare for meetings, for visiting the school, to undertake training and updating.

If you would like to take the opportunity to put yourself forward as a candidate please complete and return the nomination and parent governor appointment forms to me by the end of the school day on **23rd November 2018**. Full details of how to apply for this post can be found on our website

[www.bosworthacademy.org.uk/about us/governors](http://www.bosworthacademy.org.uk/about-us/governors)

As a parent you are entitled to stand as a candidate and to vote in the election. If you wish to stand for election as a parent governor or wish to nominate someone else you should complete the attached form and return it to the school via your child. Completed nomination forms must be returned to the school main reception by the end of the school day on **23rd November 2018**. You may if you wish post the form to the school but it must be with the Clerk to Governors by the date shown on the form.

You should ensure that you are eligible to serve as a parent governor. Information about eligibility and how to stand for election are on the reverse of this letter and on the attached nomination notes. PLEASE NOTE THE SCHOOL IS REQUIRED TO CARRY OUT AN DISCLOSURE BARRING CHECK (DBS) PRIOR TO ELECTION OR APPOINTMENT AS GOVERNOR.

Please note that anyone who is an elected member of the Local Education Authority or is paid to work at the School for more than 500 hours in any consecutive 12-month period is disqualified from election or appointment as a parent governor of a school.

If the number of nominations received, are equal to or less than the number of vacancies there will be no need to hold a ballot. If a ballot is necessary one voting paper per parent will be sent to you from the school by post.

Any queries relating to this election should be made to the Head of School who is the returning officer for the election.

To find out more about what being a governor at this school is like, you can contact Hazel Cole, Chair of Governors, via Rachel Richardson, Clerk to Governors on 01455 822841 ext 205, who will be very willing to answer any questions.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'S. Brown', followed by a small horizontal line.

Simon Brown
Head of School

Nomination notes

1. The nominee must read the attached eligibility criteria carefully to ensure they are eligible to serve as a parent governor. In addition to this criteria anyone who is an elected member of the County Council or is paid to work at the school for more than 500 hours in any consecutive 12 month period is also disqualified from election or appointment as a parent governor of the school.

2. Complete the nomination form.

You can ask a parent of a registered pupil at the school to nominate you but that cannot be your spouse or partner.

Alternatively, you can nominate yourself but you will still require one person who is the parent of a registered pupil at the school, but not your spouse or partner, to support your nomination.

It is recommended that all candidates supply a short personal statement of no more than 60 words for circulation to voters. This will be circulated on the ballot paper to all parents.

Statements longer than 60 words, for the sake of fairness to all candidates, will have to be reduced.

No other information should be circulated to some or all of the parents at the school.

3. The nominee must complete side 1 of the Parent Governor Appointment Form, attached, ensuring the Declaration of Eligibility is signed.
4. Completed nomination and appointment forms must be returned to the Academy by the end of the school day on 16th **November 2018**.
5. Any queries relating to this election should be made to the Head of School who is the Returning Officer for the election.

Declaration of Eligibility

I declare that I have read and understood the **Appointment of School Governors – Qualifications and Disqualifications** and 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.

Signed:

Date:

The following Inclusion questions are optional. (We collect this information for monitoring purposes only). Please tick the appropriate boxes.

I am: Male Female I consider myself to be: Disabled Non-disabled

What is your ethnic group? Choose one section from (a) to (e) then tick the appropriate box to indicate your cultural background or complete the Any Other section:

(a) White:			(b) Mixed			(c) Asian/Asian British			(d) Black/Black British			(e) Chinese		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	British	<input type="checkbox"/>	<input type="checkbox"/>	White/Black Caribbean	<input type="checkbox"/>	<input type="checkbox"/>	Indian	<input type="checkbox"/>	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	<input type="checkbox"/>	Chinese
<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Irish	<input type="checkbox"/>	<input type="checkbox"/>	White/Black African	<input type="checkbox"/>	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	<input type="checkbox"/>	African	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

Any other – please specify:

Section Two – To be completed by the person nominating the candidate (who must **not** be the spouse or partner of the candidate)

Forename

:

Surname:

Address:

Signature:

Section Three – To be completed by the clerk or their representative at the end of the appointment process

Please tick if governor is:

Chair of Governor	<input type="checkbox"/>	Vice Chair	<input type="checkbox"/>	Training & Development Governor	<input type="checkbox"/>
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Date of appointment/election:

Name:

Date:

Email:

Contact No:

Any other information:

Governor Eligibility Criteria

Appointment of Governors - Qualifications and Disqualifications

Please read the following list of disqualifications and qualifications for being a governor. If you are eligible, complete the recruitment form and sign it to confirm your eligibility. If you are *not* eligible, you are unable to be considered for appointment/election as a governor.

<ul style="list-style-type: none">▪ Registered pupils cannot be governors
<ul style="list-style-type: none">▪ A governor must be aged 18 or over at the time of election or appointment
<ul style="list-style-type: none">▪ A person cannot hold more than one governor post at the same school at the same time
<ul style="list-style-type: none">▪ Elected members of the LA cannot be a parent governor
<ul style="list-style-type: none">▪ Staff paid to work at the school for more than 500 hours in any consecutive twelve month period (at the time of election or appointment) cannot be a parent governor or a Local Authority appointed governor
<ul style="list-style-type: none">▪ A person is disqualified from holding office if that person:
<ul style="list-style-type: none">▫ 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
<ul style="list-style-type: none">▫ 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)
<ul style="list-style-type: none">▫ 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
<ul style="list-style-type: none">▫ is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
<ul style="list-style-type: none">▫ is barred from any regulated activity relating to children
<ul style="list-style-type: none">▫ is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008
<ul style="list-style-type: none">▫ is disqualified from working with children or from registering for child-minding or providing day care
<ul style="list-style-type: none">▫ is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
<ul style="list-style-type: none">▫ 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
<ul style="list-style-type: none">▫ has received a prison sentence of two years or more in the 20 years before becoming a governor

<ul style="list-style-type: none"> ▫ has at any time received a prison sentence of five years or more
<ul style="list-style-type: none"> ▫ has been fined for causing a nuisance or disturbance on school premises during the five years prior to or since becoming a governor
<ul style="list-style-type: none"> ▫ refuses a request by the clerk to make an application to the Disclosure and Barring Service (DBS) for a DBS check

Guidance for Prospective Governors

Being a school governor is both a rewarding and challenging experience. Governors provide strategic leadership and work in partnership with the Head of School and Senior Leaders in schools to ensure that every child gets the best possible education.

The demands on governors and governing bodies have changed dramatically in recent years and this guidance has been written to help aspiring governors understand the expectations and demands of the role.

Becoming a Governor

This guidance is particularly directed at parents who are thinking of becoming a governor. Hopefully this provides you with a good overview, the commitment required and the expectations of the role. If after reading this you would like to find out any more information please contact Rachel Richardson, Clerk to Governors, on telephone 01455 822841 ext 205 or via email rachelr2@bosworthacademy.org.uk

The Role of the Governing Body

The governing body is responsible for the conduct of the school and must promote high standards of educational achievement at the school. In all types of schools, governing bodies should have a strong focus on three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Head of School 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.

In order to do this, governors need to gain knowledge of how their school operates through attending meetings, reading school documentation, analysing data and engaging in regular visits to the school.

The role of the governing body is one of oversight and it is not involved in the day to day management of the school. The Head of School's role includes the educational performance of the school and operational responsibility lies with them.

How the Governing Body Works

Different governing bodies operate in different ways, but governors will be expected to do far more than merely attend meetings. Effective governors attend the school regularly to see and understand how the school operates. They undertake governor visits for a particular purpose and produce reports for their governor colleagues. Governors will be expected to receive and understand reports from the Head of School and Senior Leaders so that they can question, challenge and support, thereby improving the quality of the whole educational provision.

The governing body operates a code of conduct which sets an ethos of professionalism and high expectations of governors. You will be provided with this as part of your induction into the school and will be expected to work within it, since a governing body operates as a corporate entity with corporate responsibility.

Skills and Experience

Governing bodies rely on a range of skills and experiences. You will need a strong commitment to the role, the inquisitiveness to question and analyse, and the willingness to learn. Good inter-personal skills, a basic level of literacy in English, and sufficient numeracy skills to understand basic data are essential.

In addition to the skills outlined above we are particularly looking for governors with skills inline the the NGA's recommendations. Further information can be found on the following link:

http://www.nga.org.uk/getattachment/Guidance/Workings-Of-The-Governing-Body/Governance-Tools/Skills-Audit/NGA_Skills_Audit-FINAL.pdf.aspx

What is equally important to us is that you have a willingness to learn and undertake whatever training or development activity is needed to fill any gaps in the skills you have to contribute to effective governance.

Training and Support

The governing body is committed to developing the skills and experience of governors to promote success in the role. As a new governor you will attend induction training and a programme of further training to help you fulfil the role.

More information

Details of the above restrictions may be found in The School Governance (Constitution) (England) Regulations 2012.

Parent Governors

A person is disqualified from election or appointment as a parent governor of a school if they are an elected member of Leicestershire County Council, or if they work at the school for more than 500 hours in any consecutive 12 month period (at the time of election or appointment). If a serving parent governor subsequently starts to work at the school for more than 500 hours in a consecutive 12 month period, they would serve out their term of office.

Community Governor

A person is disqualified from appointment as a community governor if he or she is eligible to be a staff governor at the school, or is an elected member of the LA to which the school belongs.

Local Authority Appointed Governors

A person is disqualified from appointment as an LA governor of a school if he/she is eligible to be a staff governor of the school.

The National Governors Association (NGA)

Our governing body follows the NGA's code of conduct. Link to this is

<http://www.nga.org.uk/Guidance/Legislation,policies-and-procedures/Model-Policies/Code-of-Practice.aspx>

Failure to attend meetings

The following applies to any governor who is not a Head of School or ex officio foundation governor.

A governor, who, without the consent of the governing body, has failed to attend meetings of the governing body for a continuous period of six months, beginning with the date of the first missed meeting, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school.

A foundation governor (other than an ex officio foundation governor), LA governor, community governor, partnership governor or sponsor governor who has been disqualified as a governor of a school for non-attendance does not qualify for election, nomination or appointment as a governor of any category at that school for the twelve months following disqualification.

Notification to Clerk

Where a person is disqualified from holding, or from continuing to hold, office as a governor of a school **and** he/she is, or is proposed to become, a governor, he/she must give notice of that fact to the clerk to governors.