

DFR/dgr

11th October 2021

Dear Parent/Carer

ELECTION OF PARENT GOVERNORS: NOMINATIONS

There are two vacancies for a parent governor to serve on the governing body of the Academy. We are very keen to encourage parents (or people with parental responsibility) of registered pupils/students to nominate themselves to fill these places. Details of what you will need to do to be nominated are given in this letter.

Parent governors are elected by, and from, other parents and are vital to our governing body. They share equally with other governors the responsibility for 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, nor do you need any special qualifications. However, we would particularly welcome nominations from parents with the following skills or experience: **governance experience / data analysis / finance management / local community knowledge / community services / special needs awareness / health and safety.**

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(ren) leaves the school. Being a governor does take up time. There are usually five or six full governing body meetings each year, and governors normally serve on a committee or have a specific area of responsibility to monitor. You will need to set aside time to be able to be an effective governor: time to prepare for meetings, for visiting the school, undertaking training and updating skills/knowledge.

Once elected, parent governors are a representative parent but not a delegate. This means they are not expected to report back to parents on any matters relating to the Academy without prior consent from the governing body.

To find out more about what being a governor at the Academy is like, you can contact the Clerk to the Governors, via the Academy's office, who will be very willing to answer any questions.

If you would like to take the opportunity to put yourself forward as a candidate, you may only do so on an official form, so please complete and return the attached sheet to the Academy Services Manager by **Friday 22 October 2021 at 12 noon**. If it is necessary for there to be an election, I will contact you to let you know about the arrangements.

Yours faithfully



David Fraser
Chair of Governors and Returning Officer

All Saints Academy, Houghton Road, Dunstable LU5 5AB

01582 619700

www.allsaintsacademydunstable.org

Executive Principal: Liz Furber

Registered Company No: 06853140

Who can be a parent governor?

All those who have parental responsibility and are over the age of 18 are eligible to stand for election, including parents who work at the school provided that they work for less than 500 hours per year when they are elected.

There are some circumstances that disqualify an individual from serving as a school governor. If you wish to stand, you will be asked to complete a self-declaration of eligibility form to state that there are no reasons for being disqualified from serving as a governor and provide evidence of identity and address if required.

How to nominate yourself

If you would like to put your name forward, your nomination must be supported by two parents of pupils currently at the school (not including anyone to whom you are closely related). Their signatures, names and addresses must be on the nomination form.

You should use the space provided on the form to write a brief personal statement (200 words maximum) to support your nomination.

If the number of nominations is the same as or less than the number of vacancies, all candidates will be elected unopposed.

If there are more nominations than vacancies, an election will take place. The statements of all candidates will be typed in a standard format and circulated to all parents with ballot papers.

PARENT GOVERNOR ELECTION: NOMINATION FORM

All Saints Academy, Dunstable

**This form should be returned to the Academy Services Manager at the school by
Friday 22 October 2021, 12 noon.**

I wish to serve as Parent Governor and to be a candidate if an election is necessary.			
FULL NAME (TITLE, FORENAME & SURNAME) <i>BLOCK CAPITALS PLEASE</i>	ADDRESS & PHONE NUMBER	SIGNATURE AND DATE	NAME OF CHILD (with CLASS, YEAR GROUP OR TUTOR GROUP)

These parents of children currently attending the school support my nomination.			
FULL NAME (TITLE, FORENAME & SURNAME) <i>BLOCK CAPITALS PLEASE</i>	ADDRESS	SIGNATURE AND DATE	NAME OF CHILD

Please use this space for a brief (200 words maximum) personal statement to support your nomination. This statement, typed in a standard format, with your name, will be circulated to parents if there is a contested election.

SCHOOL GOVERNOR ELIGIBILITY SELF DECLARATION

Please answer each question by ticking in the relevant column on the right-hand side

	YES	NO
Are you aged 18 or over at the date of this election or appointment?		
Have you been disqualified as a governor at this school for failing to attend governing body meetings for a continuous period of six months, beginning with the date of the first meeting missed, without the consent of the governing body? <i>Note: This does not apply to Headteachers</i>		
Has your estate been sequestrated (temporarily repossessed) and the sequestration not been discharged, annulled or reduced?		
Are you the subject of a bankruptcy restrictions order or an interim order: debt relief restrictions order or interim order?		
Are you subject to: a disqualification order or disqualification undertaking under the Company Directors Act 1986; a disqualification order under the Companies (Northern Ireland) Order 2002; a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002 or an order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order)?		
Have you been removed from the office of a trustee for a charity by an order made by the Charity Commission or Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which you were responsible or to which you were privy or to which you contributed or to which you facilitated by your conduct?		
Have you been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body?		
Are you included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children) or young people?		
Are you subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008?		
Are you barred from any regulated activity relating to children?		
Are you disqualified from working with children or from registering for child-minding or providing day care?		
Are you disqualified from being an independent school proprietor, teacher or employee by the Secretary of State?		
Have you , in the five years prior to becoming a governor, or since becoming a governor been sentenced to three months or more in prison (whether suspended or not) without the option of a fine?		
Have you , in the twenty years prior to becoming a governor, received a prison sentence of two and a half years or more?		
Have you , at any time, received a prison sentence of five years or more?		
Have you been fined, in the five years prior to becoming a governor or since becoming a governor, for causing a nuisance or disturbance on school or education premises?		
Have you refused a request by the clerk to make an application to the Criminal Records Bureau for a criminal records certificate?		
Are you employed to work at the school or on a contract for services at the school and work for more than 500 hours a year		

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

Name _____

Signature _____ Date _____

This form should be returned to the Academy Services Manager by *Friday 22 October 2021 at 12 noon.*

NOTE: if there are any parts of this form that you cannot answer, cannot sign or which you have questions about, please contact **the Clerk to the Governors, via the Academy**, who will be willing to advise you.