



# St Clement Danes Church of England Primary School

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[www.st-clementdanes.westminster.sch.uk](http://www.st-clementdanes.westminster.sch.uk)

Find our school blogs at: <http://st-clementdanes.westminster.sch.uk/blog/>

Headteacher: Miss Patricia Coxhead

31<sup>st</sup> January 2018

**To: ALL PARENTS AND CARERS**

Dear Parents and Carers

## **RE: ELECTED PARENT GOVERNOR VACANCY**

As detailed in the letter sent out to you yesterday from our Chair of Governors, Daniel Bentham, there is currently a vacancy on the Governing Body for an elected parent governor. The procedures for this election are determined by the Local Authority in accordance with Schedule 1 of the School Governance (Constitution)(England) Regulations 2012. Parents who are elected may hold office for a maximum of four years if they wish, even if they no longer have a child at the school.

As Daniel has said, being a governor is an exciting challenge – whilst real commitment is needed, it is a fantastic opportunity to learn new skills and to give something back. Joining ‘the country’s largest volunteering force’ can be a lot of fun too!

If you are interested in standing, you will need first to determine whether any of the restrictions on parent governor eligibility, as attached to this letter, apply to you. If they do not, you will then need to complete and submit the nomination form attached to this letter (additional copies are available from the school office). You can nominate yourself to stand or you can nominate another parent/carer but please check with them first that they are willing to stand and ask them to sign the nomination form in the space provided. As you will see, you must include a short personal statement of no more than 250 words in support of your application and if you wish, a passport sized photograph.

In the event that more than one formal application is received, then there would need to be a contested election process. The information you supply in support of your application would then be circulated to all parents and displayed on the parent/carer notice board. A ballot would need to take place; details of the voting arrangements will be circulated later.

Before deciding whether to stand you may like to find out more about what is involved in being a governor. You are welcome to come into school and chat with me: I work Mondays-Fridays 8.15am to 4.00pm or you could speak to Miss Coxhead, our Headteacher. We also have some useful leaflets available from the school office, and there is a wealth of information on the internet. The Westminster website for school governors is at: <http://webfronter.com/westminster/governors>.

Please note that you are welcome to ask for advice about any aspect of this matter from the school office, who will be happy to help. In particular, if you would like help in interpreting this letter, please ask and you will be given all the assistance you need.

**Please return all nomination forms to the school office by 9.30am on Friday, 9<sup>th</sup> February 2018.**

Yours sincerely

Deb Starkey  
Clerk to the Governors



## ELIGIBILITY TO STAND AND VOTE IN PARENT GOVERNOR ELECTIONS

The following parents are eligible to stand as and vote for parent governors:

- natural parents with parental responsibility, whether or not they live with a child – unless there is a court order prohibiting contact
- natural parents' partners living with the child
- those who have actual or legal custody – this could include foster parents, grandparents or other relatives etc.

You will be able to be nominated as a parent governor provided that you

- are over 18 years of age
- are not bankrupt or disqualified as a company director
- have not been removed as a charity trustee
- are not barred by the Independent Safeguarding Authority (ISA) from working with children or young people or disqualified as an independent school manager
- have not been sentenced to a term of imprisonment of three months or more in the last five years, two years or more in the last twenty years or five years or more at any time
- have not been fined for causing a nuisance or disturbance on school premises within the last five years
- are not detained under the Mental Health Act
- are not an elected councillor on Westminster City Council
- do not work at the school for more than 500 hours a year
- agree to have an enhanced disclosure with the Criminal Records Bureau.

*Please note that enhanced DBS checks are mandatory for school governors. A DBS check will identify anyone who is barred or is unsuitable to work with children. If other information is disclosed as part of the DBS check which gives cause for concern, you may need to discuss the issues with the Headteacher, Chair of Governors or Local Authority.*