



The Castle Partnership Trust

ACHIEVE | BELONG | PARTICIPATE

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4 January 2022

Dear Parent/Carer

PARENT GOVERNOR ELECTION – WELLESLEY PARK SCHOOL

We currently have a vacancy for a Parent Governor, therefore, I am writing to you to invite you to stand for election as a Parent Governor, or to nominate another parent to do so. In our school we have provision for two Parent Governors and there is currently one vacancy.

As a Governor, you would work as part of a team, the Local Governing Body (LGB), in partnership with school staff and the Board of Trustees. The LGB is delegated certain functions by the Board of Trustees, as set out in the Trust's Scheme of Delegation (available on our website).

Although we are particularly interested to receive nominations from volunteers with financial experience, the main requirements of an effective Governor are a genuine interest in education, some available time and a willingness to be a good team member. A lack of knowledge of how schools work should not be seen as an obstacle to becoming a Governor; the Headteacher and school staff are educational experts.

What Governors bring to the school are their life experiences and understanding from their very different perspectives. Governors make a very important contribution to robust decision making and asking questions to ensure full understanding is an important part of the process. The LGB is there to support and challenge the school's leadership team. It plays a crucial role in holding the Headteacher to account for securing the best possible outcomes for students. By acting as a 'critical friend' and providing challenge where appropriate, Governors aim to guarantee high standards in education. Governors are not involved in the day to day running of the school, but the Headteacher provides Governors with a range of information to make strategic decisions and fulfil its responsibilities to students, parents and the wider community. School visits help Governors to understand more about their school and the reality of school life but Governor visits are not a form of inspection, more they serve as a clear monitoring function. Governors also have a strategic role in the financial management of schools. Their key responsibilities include setting financial priorities through the school development plan and annual budget.

Being an effective Governor does take time: for meetings, to get to know the school well and to develop knowledge and understanding of the work of the LGB and the school. A fair estimate of a Governor's time commitment would be around 6 hours per term. Approximately 4 hours of this time would be in the evening when meetings are usually held. Prior to meetings, you receive an agenda and relevant papers and it is expected that time is spent to familiarise yourself with these documents prior to the meeting so that you can ask relevant questions.

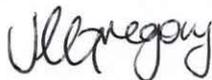
Parent Governors help to ensure the school meets the needs and interests of parents. They provide the perspective of the parent body, but do not represent individual parental concerns. In our school, the term of office for Parent Governors is four years. Parent Governors are not required to resign once their children have left the school, but may serve out the rest of their term of office.

At the end of this letter is a summary of the circumstances under which someone cannot serve as a Governor. Nominations must be from parents, or individuals exercising parental responsibility, of a child at Wellesley Park School.

If you would like to stand for election please complete the nomination form and return it to JGregory@castle.somerset.sch.uk or the school office no later than noon on Friday 14 January 2022. You should also include a short personal statement to support your nomination, which must be no longer than 250 words. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent.

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, details of the ballot procedure will be sent to all parents.

Yours faithfully

A handwritten signature in black ink, appearing to read 'J Gregory', written in a cursive style.

Miss J Gregory
Returning Officer

Parent governors will be subject to the pre-appointment checks applicable to all Governors including signing a code of conduct, completing the annual declaration of interest form, and undertaking a DBS check.

A person must be aged 18 or over at the date of their election or appointment. No current pupil of the school shall be a governor.

A person shall be disqualified from holding office or continuing to hold office as a governor if they:

- become incapable by reason of illness or injury of managing or administering their own affairs;
- are absent without the permission of the governors from all their meetings held within a period of six months, and the governors resolve that their office be vacated;
- have been declared bankrupt and/or their estate has been seized from their possession for the benefit of their creditors and the declaration or seizure has not been discharged, annulled or reduced; or
- are the subject of a bankruptcy restrictions order or an interim order;
- are subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986; or
- are subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- they cease to be a governor by virtue of any provision in the Companies Act 2006;
- they are disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision); or
- they are otherwise found to be unsuitable by the Secretary of State;
- they have been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which they were responsible; or to which they were privy; or which they, by their conduct, contributed to or facilitated;
- have, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011;
- have not provided to the Chair of the Trustees a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997.

Parent Governor Nomination Form – Wellesley Park School

Name of Nominee:	
Nominee's address:	
Name of Proposer: (If different to the nominee)	
Address of Proposer: (if different to the nominee)	
Signature of Proposer:	

Personal Statement: (maximum 250 words)	
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I wish to submit my nomination for the election of Parent Governor of the Local Governing Body at Wellesley Park School.	Signed (by nominee):
I confirm that I am not disqualified from holding office as a governor for any of the reasons set out in the Trust's Articles of Association (available on the school website).	Date:

Completed forms must be returned to the school by noon on Friday 14 January 2022