



Electing a Parent Governor Specimen Letter Model



Model 1

Specimen Letter - Election of Parent Governors

Dear Parent

(A *vacancy/two vacancies etc.*) exists on our school's governing body for a parent governor. I am writing to inform you of the election arrangements and to invite you to stand for election. Parent governors are appointed for a period of four years, irrespective of whether their children remain in school during that period.

Parents who are willing and eligible to stand as a candidate for election may obtain nomination forms from the school office. The nomination form then needs to be signed by the candidate and two other parents. Parents of all children currently registered at the school are entitled to stand for election or to nominate others. For these purposes 'parent' includes a step-parent, guardian or other persons having parental responsibility. Please note that you will be disqualified from standing for election as a parent governor if any of the following criteria are applicable:

- You are employed at this school for more than 500 hours in a consecutive twelve-month period (i.e., more than one third). You will, however, be entitled to vote in the election.
- You are an elected member of the Local Authority (Staffordshire County Council).

Prospective governors should satisfy themselves that they are not disqualified from being a school governor in general (see overleaf) and that they meet the eligibility criteria for being a Parent Governor at the school.

You may also like to note that the governing body has a code of conduct and that any new governor will be expected to sign up to and adhere to that code. You should also be aware that if your duties as a governor require you to have a CRB check, this will reveal information about previous cautions and convictions. (*Omit all or part of this paragraph if not relevant.*)

A completed nomination form must be returned to the school no later than (*date and time*). It would be helpful if candidates would submit a brief statement about themselves (*you may wish to state how many words*). Should a vote be required, this will be distributed to all parents to help them to make their decision.

As soon as possible following the closing date for nominations, all parents will be sent a ballot paper giving details of each of the candidates. Parents will be asked to indicate their preference as appropriate and return the ballot paper to the school office no later than the date shown. To comply with statutory regulations the ballot will be conducted in secret.

All candidates will be invited to attend the count although it will not be invalidated due to inability to attend.

The results of the ballot will be posted on the school notice board immediately following the count.

Yours sincerely

Headteacher

YOU CANNOT BE A GOVERNOR IF:

- You are under 18 at the time of your election or appointment or you are a registered pupil at the school; or
- You are **already** a governor of a different category at the **same** school; or
- You have been detained under the Mental Health Act 1983 during your period of office; or
- You have failed to attend governing body meetings, without the consent of the governing body, for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex-officio governors); or
- You are subject to a bankruptcy restriction order or an interim order; or
- You have had your estate sequestrated and the sequestration order has not been discharged, annulled, or reduced; or
- You are subject to:
 - i) A disqualification order or disqualification undertaking under the Company Directors Act 1986;
 - ii) A disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989;
 - iii) A disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002;
 - iv) An order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order); or
- You have been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 32 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of any body; or
- You are included in the list of people considered by the Secretary of State as unsuitable to work with children; or
- You are disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002; or
- You are disqualified from registration for childminding or providing day care; or
- You are disqualified from registration under Part 3 of the Childcare Act 2006; or
- You have received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor; or
- You have received a prison sentence of two and a half years or more in the twenty years before becoming a governor; or
- You have, at any time, received a prison sentence of five years or more; or
- You have 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; or
- You refuse to allow an application to the Criminal Records Bureau for a criminal records certificate.