

24th November 2023

Dear Parents

Nominations for two Parent Governors

The governing body of Gotham Primary School has **2** vacancies for parent governors from January 15th, 2024. We are looking for parents who have children at this school, if you have been a parent governor previously, you can reapply. The term 'parent' relates to any person who has 'parental responsibility' as defined by the Section 576 of the Education Act 1996. If you have any queries about your eligibility as a parent, please contact the Headteacher for further advice.

We are looking for people who have the skills required to contribute to effective governance and the success of the school. Your skills may include personal attributes, qualities and capabilities, such as the ability and willingness to learn and develop new skills.

Governing bodies are responsible for a wide range of matters which come under three main headings:

Ensuring clarity of vision, ethos and strategic direction;

Holding the headteacher 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.

Governors need a strong commitment to the role and to improving outcomes for children, the inquisitiveness to question and analyse, and the willingness to learn.

The governing body of Gotham Primary School, would specifically welcome nominations from parents with experience and an understanding of the following;

- **HR and training**
- **fundraising or marketing experience,**
- **governors from a diverse background,**
- **The Early Years Foundation Stage Framework**

We are also looking at succession within the governing board and would be interested to hear from governors who would be happy to consider a Chair or Vice-chair role in the future.

As an effective governing body, we seek to secure or develop within our membership as a whole, expertise and experience in

- analysing **financial** reports, and **budget setting**
- **performance management and employment issues**, including grievances.

We seek to recruit and/or develop governors with the skills to work constructively in committees, chair meetings and to lead the governing body.

Our parent governors serve a four-year term of office (even if your child leaves the school during this time). We meet three times per year as a whole governing body and have four sub-committees who usually meet once per term. There is an expectation within our code of conduct (copy attached) that each governor will become a member of a committee and will take on additional responsibilities as a link governor.

We offer a full induction package, a mentoring system and availability of in-house, central and on-line training packages. We also offer the opportunity for prospective governors to meet the chair/vice chair/other governors to discuss the role before completing a nomination form.

Parents/carers from Black and Minority Ethnic backgrounds, from the Lesbian, Gay, Bisexual and Transgender community, and with disabilities, are usually under-represented on governing bodies and in the County. The school would like to encourage nominations from under-represented groups in our community.

All new and re-appointed school governors are required to complete a declaration of eligibility form.

If you wish to complete a nomination form to become a parent governor, you need to:

- a. **Check that you are eligible** by reading the enclosed qualifications and disqualifications criteria.
- b. **Complete the nomination form** (once you are satisfied that you are eligible to become a governor).
- c. **Include a statement, up to 80 words, about yourself, the skills and commitment you can bring to the governing body and why you would like to become a governor.** You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election. All words over 80 will be deleted and not used in the election process.
- d. Each nomination must be received at the school by **10.00am on Tuesday 5th December**

It should be sealed in an envelope marked 'Nomination for Parent Governor' and may be delivered by hand, sent with your child, by post to the school or by email to office@gotham.notts.sch.uk. The office will print it out and put it in a sealed envelope before posting it in the sealed ballot box. The sealed ballot box will be available in the school for hand deliveries, this can be found at the reception desk. The onus is on you to ensure that the nomination form is put in the box either by personal delivery or by sending it with your child.

Your nomination should be acknowledged by the headteacher/returning officer within two working days of the closing date. If you do not receive this acknowledgement, please contact the school.

In accordance with the School Governance (Constitution) (England) Regulations 2012, an elected member of the Local Authority (LA) or school staff who are paid to work at the school for more than 500 hours in any consecutive twelve-month period are **not** eligible for election or appointment as parent governors. However, they can vote in parent governor elections if they are parents of children attending the school and can be governors at another school.

An election will be held if more nominations are received than the number of vacancies. For the purpose of the election, ballot papers will be sent to all parents or carers with children at the school, together with any details that you and other nominees have provided. This procedure will be explained to you by the headteacher should an election be necessary.

If you have any further queries about the role of parent governor, please contact the headteacher of the school, other members of the school governing body or Nottinghamshire County Council Governor Services on telephone number 01623 433356.

Yours sincerely

Janette Allen
Head Teacher
Gotham Primary School

Qualifications and disqualifications:

General grounds

- Registered pupils cannot be governors.
- A governor must be aged 18 or over at the time of election or appointment.
- A person cannot hold more than one governor post at the same school at the same time.

Grounds that apply to particular categories of governor:

- A person is disqualified from being a parent governor if they are an elected member of the LA or paid to work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in any consecutive twelve month period (at the time of election or appointment).
- A person is disqualified from being a local authority governor if they are eligible to be a staff governor at the school.
- A person is disqualified from being a partnership governor if they are -
 - a parent of a registered pupil at the school
 - eligible to be a staff governor at the school
 - an elected member of the LA or
 - employed by the local authority in connection with its education functions.

Grounds that arise because of particular failings or actions on the part of the governor:

A person is disqualified from being a governor of a particular school if they have failed to attend the meetings of the governing body of that school for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing body. This does not apply to the head teacher or to foundation governors appointed by virtue of their office.

A foundation, local authority, co-opted or partnership governor at the school who is disqualified for failing to attend meetings is only disqualified from being a governor of any category at the school during the twelve-month period starting on the date on which they were disqualified.

A person is disqualified from holding or continuing to hold office if that person:

- 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
- 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)
- 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
- is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
- is barred from any regulated activity relating to children
- is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008
- is disqualified from working with children or from registering for childminding or providing day care
- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- 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
- has received a prison sentence of two years or more in the 20 years before becoming a governor
- has at any time received a prison sentence of five years or more
- has 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
- refuses a request by the clerk to make an application to the Disclosure Barring System for clearance



**Nomination form - Election of a parent governor to the school governing body
of Gotham Primary School.**

This form must be returned to the school by 10.00 am on 5th December 2023

Please note if you are an existing parent governor and your term of office is coming to an end
you will need to complete the nomination form if you wish to stand again.

Title: (Mr/Mrs/Miss/Ms etc.)

Full name of nominee (block capitals)

Address and postcode

Parent of:

Class:

I have read the declaration of eligibility and confirm that I am eligible to be a school governor **by signing and enclosing the completed Declaration of Eligibility form with this nomination form.**

In the event of a ballot being needed, please indicate if you wish your address to be shown on the ballot form. ☐ Yes ☐ No ☐ (tick as appropriate)

If you wish, enter brief personal details of **not more than 80 words**. (See covering letter)

Declaration of Eligibility

All new and re-appointed school governors are required to sign a declaration of eligibility form.

Having read and understood the disqualification criteria listed, I declare that 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.

Name (Please print) Gotham Primary School

Signed..... Date.....

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