

## 5 November 2024

## PARENT GOVERNOR: NOMINATIONS

There is a vacancy for a parent governor to serve on the local governing body of the academy. We are very keen to encourage parents to nominate themselves to fill this place. Details of how to nominate yourself are given in this letter together with a nomination form.

Appointment of parent governors to the LGB are made on the basis of skills. Where we have a number of suitable candidates and an election is required, all parents will be able to vote.

Parent governors are vital to the work of the local 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.

If you join our governing body, you will serve for a four year term. If you cease to be a parent during this time you may continue to be a governor until your term expires.

Being a governor does take up time. There are between 4 and 6 governing body meetings each year, and governors sometimes serve on a committee or are asked to take a special interest in an area of our work as a ‘nominated governor’. You will need to set aside time to be able to be an effective governor: time to prepare for meetings, for visiting the school or meeting school colleagues on behalf of the governing body, as well as undertaking training and updating**.**

To find out more about what being a governor at this school is like, you can contact Heidi Leavesley, Chair of Governors, who will be very willing to answer any questions.

If you would like to take the opportunity to put yourself forward as a candidate please complete and return via email to the Clerk to Governors, [beth.stannard@thebourneacademy.com](mailto:beth.stannard@thebourneacademy.org) by Monday 18th November 2024.

If it is necessary for there to be an election, I will contact you to let you know about the arrangements.

Who can be a parent governor?

Any parent of a pupil within our school or an individual who holds parental responsibility for a child in our school. This includes a foster parent, adoptive parent or legal guardian.

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.

How to nominate yourself

If you would like to put your name forward, you must complete our standard application form which includes a brief statement in support of your application and sign the self-declaration form attached. These should be returned to the clerk to governors by midday on Monday 18th November 2024.

If the number of nominations is the same as or less than the number of vacancies, and candidates have the required skills, all will be appointed by the LGB.

If there are more suitable 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 a ballot paper.

All appointments are made subject to safer recruitment checks which include DBS.

Kind regards

The Bourne Academy

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| **DATA PROTECTION NOTICE** |
| Throughout this form we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:   * You have given us your consent * We must process it to comply with our legal obligations |

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| **DISCLOSURE & BARRING AND RECRUITMENT CHECKS** | |
| The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.  As the role of governor / trustee might enable you to be involved in regulated activity with pupils, the DBS check will include a barred list check.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust’s privacy notice.  If you have lived or worked outside of the UK in the last 5 years the Trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  **Have you lived or worked outside of the UK in the last 5 years** ☐Yes ☐No  Your position as governor / trustee will be conditional on the satisfactory completion of the necessary pre-employment checks.  We will not ask for any criminal records information until we have received the results of a DBS check.  Any convictions listed on a DBS check will be considered on a case-by-case basis.  Applicants should be aware of the following circumstances which might prevent them from being appointed as a governor / trustee:   * Inclusion in the list of those unsuitable to work with children * Having been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a governor / trustee or since becoming a governor / trustee * Having received a prison sentence of 2 and a half years or more in the 20 years before becoming a governor / trustee * Having received a prison sentence of 5 years or more * Having been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a governor / trustee | |
| **SECTION 128 CHECK** |
| The Trust will carry out a section 128 check. A person issued with a section 128 direction under the Education and Skills Act 2008 is prohibited or restricted from taking part in the management of a school. This includes governors on local governing bodies who have been delegated any management responsibilities. |

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| **RIGHT TO WORK IN THE UK AND OTHER CHECKS** |
| The trust will carry out checks to confirm your right to work in the UK, and any other checks deemed necessary where you have lived or worked outside of the UK.  We will conduct online searches of shortlisted candidates as part of our wider safeguarding duty, this search is to minimise the risk of appointing an individual who may not be appropriate to be around children or who may otherwise bring the school or trust’s reputation into question. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct this search and will only share information if and when findings are relevant and of concern. Applicants are advised that it is an offense to apply for the role if they are barred from engaging in regulated activity relevant to children. |

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| **SIGN AND DATE** |
| Name (please print):  Sign:  Date: |

Instructions

Please complete all sections of this form

Applications will only be accepted if they are completed in full.

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| **PERSONAL DETAILS** | |
| **Name** |  |
| **Address** |  |
| **Email address** |  |
| **CANDIDATE STATEMENT** | |
| You may want to include:   * Any relevant skills and experience * Reasons for wanting to be a parent governor * What you hope to contribute to the local governing body | |

**Declaration**

I confirm that I:

* Am aged 18 or over
* Am not a current pupil at the school
* Am not the subject of:
* A bankruptcy restrictions order or an interim bankruptcy restrictions order
* A debt relief restrictions order or an interim debt relief restrictions order
* A sequestration that has not been discharged, annulled or reduced
* Have not been disqualified from being a company director
* Have not:
* Been removed as a trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of misconduct or mismanagement in the administration of the charity
* 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
* Have not been removed from office as an elected governor / trustee within the last 5 years
* Am not included on the list of those unsuitable to work with children
* Am not disqualified from working with children, barred from regulated activity and/or disqualified from registering for childminding or providing day care
* Am not disqualified from registration under Part 3 of the Childcare Act 2006
* Am not subject to a direction of the Secretary of State under section 142 of the Education Act 2002, or to a section 128 direction
* Have not been disqualified from being an independent school proprietor, teacher or employee by the Secretary of State. Have not been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a governor / trustee or since becoming a governor / trustee
* Have not received a prison sentence of 2 and a half years or more in the 20 years before becoming a governor / trustee
* Have not at any time received a prison sentence of 5 years or more
* Have not been fined for causing a nuisance or disturbance on school or educational premises during the 5 years before becoming a governor / trustee or since becoming a governor / trustee
* Have not refused a request by the clerk to make an application to the Disclosure and Barring Service (DBS)

Is there anything else which might cause parents to question your suitability as a governor or trustee? For example:

* Any questions relating to your honesty, (financial or otherwise)
* Allegations of violence or aggression
* Issues with addiction
* Allegations as to whether you should care for your own children

Please indicate below so that the Chair can discuss it with you

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**If applying to be a parent governor**, I also confirm that I am not:

* An elected member of the local authority
* Paid to work at the school for more than 500 hours in a year

**I agree to alert the clerk in writing if any of the above criteria begin to apply to me during my time in office. NOTE: If you’re unsure whether any of the points above apply to you, please check with your school clerk.**

**Signed……………………………………………………………………………………………….**

**Date……………………………………………**