

## Parent recruitment standard letter

Date

Dear Parent

I am writing to advise you that there is a vacancy for a parent governor on the Academy's Advisory Board (AAB) and to invite parents who are interested in taking up this role to put their names forward, or to nominate another parent. If you nominate a fellow parent please ensure the parent countersigns the attached nomination paper.

We would draw your attention to the reverse of the nomination form detailing Declaration of Eligibility which lists the criteria for qualifications and disqualifications. Please ensure the declaration is signed by the nominee.

Nominations should be submitted to the Principal/Headteacher by:  
If more nominations are received than there are vacancies the election will be held on:

If the number of nominations received are equal to or less than the number of vacancies there will be no need to hold a ballot. If a ballot is necessary one voting paper per parent will be sent to you via your child. Should you mislay this nomination paper, a further copy may be obtained from the school.

This letter and the attached forms are also available in other formats, for example, large print, Polish and Arabic. Braille and other languages may be arranged by request.

For further information please contact:

Yours faithfully

Principal/Headteacher

### **Additional information:**

#### **The role of Governors**

Governors are equivalent to non-executive governors and act as supporters of the Chair of the AAB in supporting the Principal/Headteacher in the achievement of the academy's strategy and objectives. Although the trust is ultimately responsible for challenging the head, senior leaders and academy staff, the trust may task the AAB with assisting and challenging your academy. Governors have equal status and have an active advisory role within the academy to support the Principal/Headteacher to ensure the academy is on track to reach its targets within the fellowship's strategic plan and the academy improvement plan.

#### **AABs comprise a range of people:**

 Parents elected by other parents at the school

-  Community Governors appointed by the Advisory Board
-  Principal/Headteacher
-  Representatives from The Education Fellowship as necessary
-  Other representatives that have the skills and experiences to support the AAB

### Commitment

Meetings are held six times per year, usually from 1800 hrs to 2000 hrs and should last no more than two hours. Governors are encouraged to visit the academy to learn more about the way the academy works.

### What will you gain as a governor?

-  The opportunity to make a real difference and the chance to contribute to the good of the community, leading to real satisfaction and a sense of achievement. You will gain an understanding of the education system;
-  Working as a governor will give you the opportunity to work with a wide variety of people and pupils from a variety of social, cultural and religious backgrounds;
-  You will develop new skills and strengthen existing ones. You will be offered training on various aspects of the governor role.

### Nomination

I wish to stand for election/or nominate someone, as a parent governor of:

Title:	
Surname:	
First Names:	
Date of Birth:	
Home Address:	
Telephone No:	
Email:	

If you are nominating another parent please sign here and ensure that the nominee signs the declaration on the reverse.

Signature:	
Name:	
Date:	

### A person is disqualified from holding or continuing to hold office as a governor 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 anybody;
- ♥ 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 disqualified from working with children or from registering for child minding or providing day care;
- ♥ is disqualified from being an independent academy 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 academy premises during the five years prior to or since appointment or election as a governor; or
- ♥ refuses a request by the clerk to make an application to the DBS for DBS certificate;
- ♥ 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 academy at the same time and cannot be on the AAB of an Academy run by a different sponsor.
- ♥ Fellowship officers are on some of our AABs in an elected capacity but are not automatically members of the AAB but will join AAB meetings as appropriate. In these circumstances they do not have voting rights unless their attendance had been arranged to provide a quorum.

I am willing to serve as a parent governor should I be elected. I am not disqualified from serving as a school governor and agree that the information I give on this form can be recorded and used by the Governor Development Team. I give permission for an application to be made to the Criminal Records Bureau for a criminal records certificate. If I become disqualified I will notify the Clerk to the AAB.

Signature:	
Date:	

**Please include a brief CV describing what you could bring to the AAB and a paragraph as to why you would like to be a governor. Please be aware what you write here will be viewed by governors and, in the event of an election, other parents.**

Please return to the school reception or by email to:	
By date:	
This document is also available on the school website:	