



4<sup>th</sup> February 2022

Dear Parent/Carer,

## **PARENT GOVERNORS**

On behalf of the Board of Trustees, I am writing to you to invite applications to become a parent governor. The Joint Waverley Local Governing Body has provision for two parent governors. There are currently two vacancies, one for a parent from Waverley School and one for a parent from Waverley Studio College. Parent governors serve for a period of up to four years.

The Joint Local Governing Body, with the Principals, is responsible for ensuring that standards across Waverley School and Waverley Studio College, especially in regards to pupils and learning, are set, achieved and maintained.

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the Local Governing Body's work. Training is available for all governors and it is an expectation that those new to being a governor attend free induction training.

**Please note that the most important duty of any governor is to attend meetings of the Joint Local Governing Body and you should be sure that you are committed and available to do this before applying.**

Governors currently meet as a board six times a year and meetings usually start at 6.00pm and are finished around 8.00pm. The intention is for all meetings to be held in person at either school but there is the provision to meet remotely in certain circumstances if needed and agreed. Any additional meetings will be planned with, unless there are extraordinary circumstances, seven days' notice given.

Governors are occasionally required to visit the school during the day for other meetings e.g. Governor student discipline committee or monitoring visits and are encouraged to support school events, where possible.

If you have further queries or would like more information about becoming a parent governor, please contact the school. Further information can also be found on the website of the school and also the National Governance Association website - [www.nga.org.uk](http://www.nga.org.uk).

Nominations must be from parents or carers with children at the school on the day that nominations close. When nominating yourself or someone else for the role of parent governor, you are nominating the person you believe has the skills and commitment to undertake the role. You are also nominating someone you trust to represent the views of parents when

working with other governors and the Principals, to promote high standards and strategically develop the school. The parent governor's role is not to represent individual parents' views or to report back directly to parents.

If you are interested in becoming a governor, self-nomination is acceptable – see attached form, which will need to be submitted to the school reception by **12.00 noon** on **Friday 11<sup>th</sup> February 2022**. Please include a short personal statement to support your application. A separate sheet may be attached if required.

If there are more nominations than vacancies, an election will be held and all parents will be sent a voting paper.

We look forward to receiving your application.

Yours sincerely,

**Jenny Steckles**  
**Clerk to the Board of Trustees**

## Parent Governor Application form

Please complete the following information if you wish to nominate yourself to become a Parent Governor. Before signing the form the nominated parent should check that they are not disqualified from becoming a school governor for any of the reasons stated overleaf. You may include a personal statement in support of your application. This statement will be circulated to parents in the event of an election.

<b>Please write your name and address in block letters below.</b>	
<b>Name</b>	<b>Mr/Mrs/Miss/Ms</b>
<b>Address</b>	
<b>Post Code</b>	
<b>Child's Name</b>	
<b>Year Group</b>	
<b>School</b>	

<b>Please write your personal statement below (a separate sheet may be attached if required)</b>

I wish to apply to become a Parent Governor. I am not disqualified for any of the reasons stated overleaf.

<b>Signed:</b>	<b>Date:</b>
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<b>Nominated by (a parent may nominate themselves):</b>	<b>Date:</b>
<b>Signed:</b>	

**Please return this form by Friday 11<sup>th</sup> February at 12 noon and place in the post box at the main Reception of Waverley School or Waverley Studio College (the school where your child/ren attends)**

## Disqualification from holding or continuing to hold office as a governor of a school

[The School Governance \(Constitution\) \(England\) Regulations \(2012\) Schedule 4](#) states that a person is disqualified from holding or continuing to hold office as a governor of a school if, in summary, that person:

- Is under 18 years of age.
- Is a registered pupil of the school.
- Is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions order; debt relief order; an interim debt relief 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 the Companies (Northern Ireland) Order 2002; 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 trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body.
- Has been removed from office as an elected governor within the last five years.
- Is included in the list of people 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 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008.
- Is disqualified from working with children or from registering for child-minding or providing day care.
- Is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State.
- Subject to certain exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (without the option of a fine) in the five years ending with the date preceding the date of appointment/election as a governor or since becoming a governor.
- Subject to certain exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of two and a half years or more in the 20 years ending with the date preceding the date of appointment/election as a governor.
- Subject to certain exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more.
- Has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years ending with the date immediately preceding appointment/election or since appointment or election as a governor.
- Refuses a request by the clerk to make an application to the Disclosure and Barring Service for a criminal records certificate.

A person is disqualified from election or appointment as a parent governor of a school if the person—

- (a) is an elected member of the local authority; or
- (b) is paid to work at the school for more than 500 hours in any twelve consecutive months.