



Headteacher : Dr Simon Letman BA, MA, EdD  
Deputy Head : Nicola Shelley

November 2016

Dear Parent / Carer,

## ELECTION OF PARENT GOVERNOR

I am writing to advise you that we currently have two vacancies for Parent Governors on the Governing Body of Holbrook Academy.

*"This is an excellent opportunity to make a real difference and to play an integral part in the exciting developments taking place at the Academy. Parent Governors play a vital role in bringing a parental perspective to bear on key policy decisions affecting the education and welfare of our students. This input has a bearing on our provision for the current generation of students and those to follow. I would therefore strongly urge parents who share our passion for providing the best opportunities possible for all of our children to consider putting themselves forward for this important role. Dr. Simon Letman"*

Enclosed with this letter is a nomination form on which four parents who have children at the school can jointly nominate another parent for election as a Parent Governor. No parent may nominate more candidates than there are vacancies. It is necessary for a Parent Governor to have a child at the school at the time he or she is elected. Certain people are disqualified from being Governors and, as such, candidates are asked to make a declaration that they are not disqualified from serving as a school governor for any of the reasons described on the reverse of the nomination form. If grounds for disqualification come to light as a result of this, or otherwise, the person is automatically barred from being a governor and the appointment will terminate with immediate effect.

There is space on the nomination form for a statement of not more than 50 words by the person nominated in which they can provide details about themselves and their views. In the event there are more nominations than vacancies, this statement would then be included on the voting paper.

The term of office is for 4 years whether or not the child of the elected parent remains at the school for the whole of this period. A Parent Governor elected now will hold office until November 2020 and, like other Governors, will be eligible for re-election.

Holbrook Academy would like parents to play as full a part as possible in their children's education. If you have any queries, please do not hesitate to contact me.

Yours sincerely

Mrs S Beazley  
Company Secretary



# Holbrook Academy

## Election of Parent Governors Nomination Form

Full Name: .....

Address: .....

.....

I have a child at the school, am willing to serve if elected, and have been proposed for consideration for appointment as a Governor at the school by the four undersigned persons, who also have children at the school. A statement for inclusion in the voting paper is given below.

Name and Address of Proposer	Signature of Proposer	Date

**STATEMENT** *(not more than 50 words)*

I confirm that I am not disqualified from appointment for any of the reasons detailed overleaf.

Signed ..... Dated .....

**Completed nomination forms must be returned to Mrs Beazley by 25<sup>th</sup> November 2016.**

## **ELECTION OF PARENT GOVERNORS DISQUALIFICATION FROM MEMBERSHIP**

1 No person under 18 years of age shall be appointed/elected as a Governor.

2 No person shall at any time hold the office of more than one governor of the same school.

**A person shall be disqualified from holding or continuing to hold office as a Governor of a school:**

3 at any time when he is detained under the Mental Health Act 1983;

4 if, without the consent of the governing body he has failed to attend meetings for a continuous period of six months, beginning with the date of the first meeting he failed to attend;

5 if he has been adjudged bankrupt, sequestration of his estate has been awarded, or he has made a composition or arrangement with his creditors and he has not been discharged in respect of it and the bankruptcy has not been annulled or rescinded;

6 at any time when he is subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under Section 492 (2) (b) of the Insolvency Act 1986 (failure to pay under County Court administration order);

7 if he has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court; or he has been removed, under Section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, from being concerned in the management or control of any body;

8 at any time when he is included in the list of teachers and workers with children or young persons whose employment is prohibited or restricted;

9 at any time when he is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (*Prohibition from Teaching etc.*);

10 at any time when he is disqualified from working with children under sections 28 and 29 of the Criminal Justice and Court Services Act 2000;

11 at any time when he is disqualified from being the proprietor of any independent school or from being a teacher or other employee in any school;

12 i) if he has within the last five years or since his appointment or election as a governor under the terms of the Education Act 1996 been convicted, whether in the UK or elsewhere, of any offence and has had passed on him a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine;

ii) if within twenty years he has been convicted as aforesaid of any offence and has had passed on him a sentence of imprisonment for a period of not less than two and a half years;

iii) if he has at any time been convicted as aforesaid of any offence and he has had passed on him a sentence of imprisonment for a period of not less than five years;

iv) if within five years or since his appointment or election as a governor he has been convicted under Section 547 of the 1996 Act of committing an act of nuisance or disturbance on the premises of a school maintained by a Local Authority or a Grant Maintained school, and has been sentenced to a fine.

13 At any time when he refuses a request by the clerk to the governing body to make an application under section 113 of the Police Act 1997 for a criminal records certificate.

14 Where a person is disqualified from holding, or for continuing to hold, office as a governor and he is, or is proposed to become, a governor, he shall give notice of that fact to the clerk to the governing body.