



ST. AIDAN'S

CHURCH OF ENGLAND HIGH SCHOOL

16th November 2017

Dear Parent(s)/Guardian(s)

Election of Parent Governor

I am writing to let you know that there is to be an election of a Parent Governor.

The governing body is made up of Foundation Governors, Staff Governors, Parent Governors and Co-Opted Governors. The following also attend local governing body meetings: Mr John Wood, Headteacher, Mr Chris Burt, Associate Headteacher, Mrs Gill Soper, Deputy Headteacher, Mr Chris Ives, Deputy Headteacher, and Mrs Helen Boulton, Clerk to the Governors.

The term 'Parent' includes:

- All natural parents whether married or not.
- Any person who, although not a natural parent, has a parental responsibility for a child/young person.
- Any person who, although not a natural parent, has care of a child/young person.

Any parent who has a child registered at the school on the date on which nominations are sought is eligible to nominate themselves and to vote in the election. Parent Governors have a **four year** term of office and continue to serve even if their child or children leave the school during this period. Nominations are particularly sought from parents with experience of human resource management, either in a school setting or in industry.

What do Governors do?

St. Aidan's School is part of the Yorkshire Causeway Schools Trust. The Board of Trustees delegate a range of responsibilities to the governing body, affecting most aspects of the school. The governing body collectively works to raise standards and to support the overall development of all pupils. This involves providing a strategic view for the school, acting as a critical friend to the Headteacher and the senior leadership team, and ensuring accountability.

What is required of Governors?

The role of a governor is often described as being "Eyes On, Hands Off". Governors **DO**:

- Work collectively and publicly to support decisions made by the governing body regardless of personal view

Headteacher: Mr J Wood

St. Aidan's Church of England High School, Oatlands Drive, Harrogate, North Yorkshire HG2 8JR

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- Adhere to a code of conduct that ensures confidentiality
- Propose the overall budget for the school, for approval by the Trust board
- Consider the level of pay for its school's teachers
- Help to decide the priorities for improving the school when the school development plan is drawn up
- Ensure the national curriculum is taught to all pupils
- Understand the need to set targets for pupil achievement
- Hold the Headteacher to account for achieving the targets set
- Ensure publication of national test and examination results
- Compare the performance of their school to schools nationally
- Monitor progress towards meeting targets in the school's development plan and, when requested, the Trust's development plan
- Ensure there is a published strategy for dealing with parental complaints and concerns
- Monitor health and safety
- Ensure systems are in place to secure a sound understanding of data
- Understand the impact of Pupil Premium
- Conduct Headteacher performance management
- Understand the importance of safeguarding and monitor safeguarding arrangements
- Require enhanced Disclosure Barring Service clearance

Governors **Do NOT:**

- Make decisions as an individual governor or have a right to access personal or confidential information
- Have the automatic right to enter the school
- Inspect the school
- After visiting the school, report back on the quality of teaching
- Share openly concerns about staff capability
- Decide on how pupils are taught different subjects
- Have the right to exclude a pupil
- Write the school's policies
- 'Rubber stamp' recommendations from the Headteacher
- Automatically approve all apologies sent by governors
- Need to be aware of the performance objectives which have been set for individual teachers
- Make public the way in which they have voted on any particular matter

The governors, together as a body, have a range of responsibilities. The role of Parent Governor requires enthusiasm, significant time commitment and an interest in education. Any person wishing to undertake the position should be willing to attend training to help them learn what is entailed. Governors are expected to attend four full governing body meetings per year and they will also be expected to contribute towards the work of at least one sub-committee of the governing board. Sub-committees focus on specific areas of school management, such as, finance, estates, curriculum, welfare, admissions and the sixth form.

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Do Parent Governors have special responsibility?

Parent Governors do not have any extra or special responsibilities. All Governors are equally responsible and discharge their role as a body, not as individuals. The Parent Governors speak as parents and are not expected to speak for **all** parents.

Are there any restrictions which could disqualify parents from becoming Parent Governors?

There are certain restrictions which disqualify parents from becoming governors. These are detailed in the document, 'Qualifications and Disqualifications to serve as a Trustee/Governor'.

Are Parent Governors subject to DBS checks?

Governors are subject to enhanced DBS checks. The elected parent will be provided, by the school, with the requisite form to complete and take to the Headteacher along with proof of identity as detailed in the list of Valid Identity Documents. The term of office of the successful candidate will only commence once a clear, enhanced DBS Disclosure has been received by the school.

How are Parent Governors elected?

Parent Governors must be people (aged at least 18), who have a child or children on the register of the school when they are elected. Nomination forms are available from the school office. Each form must be signed by the candidate along with a Proposer and Secunder who must also be registered parents of a child or children in the school. Candidates can also make a short statement about themselves – a maximum of 100 words is allowed and this will be rigidly applied. A simple form for this purpose will be provided with the Nomination Forms. Please return the form to me as quickly as possible, but by the date indicated at the bottom of this letter. If more nominations are received than there are places to fill, there will be a secret ballot. In this instance, I will send to each parent ballot forms (one per parent) and envelopes for their return. The ballot form and instructions will explain how votes should be cast.

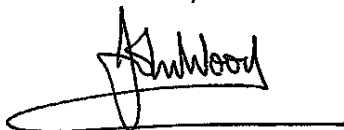
If the number of nominations received is the same as the number of places to be filled, i.e. only one, then that person will be declared elected. If there are no nominations, then it will be for the Governing Body to fill the vacancy by appointing a Parent Governor.

Dates

- Nomination forms are available from the school office. Nomination forms should be signed by a Proposer, a Secunder and the Nominee and be returned to the school office with accompanying Candidate Statement by **4.00 pm on Friday 1st December 2017**.
- Ballot papers will be issued if necessary at the closure of nominations.

Any person who might have questions concerning this election should contact the Headteacher or Chair of Governors at the school.

Yours sincerely



John Wood
Headteacher

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QUALIFICATIONS AND DISQUALIFICATIONS TO SERVE AS A TRUSTEE/GOVERNOR

A person must be aged 18 or over at the date of their election or appointment. No current pupil of the academy/one of the academies in the trust shall be a trustee.

A person shall be disqualified from holding office or continuing to hold office as trustee/member of local governing body if:

- s/he works at the school for more than 500 hours in a school year (this applies to Parent Governors only);
- s/he does not already hold a governorship of the same school;
- s/he is not an elected member of the local authority (this applies to Parent, Staff & Community Governors only);
- s/he becomes incapable by reason of illness or injury of managing or administering his own affairs;
- s/he is absent without the permission of the trustees from all their meetings held within a period of six months, and the trustees resolve that his office be vacated;
- s/he has been declared bankrupt and/or his estate has been seized from his possession for the benefit of his creditors and the declaration or seizure has not been discharged, annulled or reduced; or
- s/he is the subject of a bankruptcy restrictions order or an interim order;
- s/he is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986; or
- s/he is subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- s/he is subject to a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989;
- s/he is subject to a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002;
- s/he ceases to be a trustee by virtue of any provision in the Companies Act 2006;
- s/he is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision); or
- s/he is otherwise found to be unsuitable by the Secretary of State;
- s/he has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or

mismanagement in the administration of the charity for which he was responsible; or to which he was privy; or which he, by his conduct, contributed to or facilitated;

- s/he has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011;
- s/he has been fined, in the five years prior to becoming a governor or since appointment or election as a governor, for causing a nuisance or disturbance on education premises;
- s/he has been disqualified for non-attendance as an LA, foundation (other than ex officio foundation governor), community governor, co-opted governor, or sponsor governor in the past 12 months at this School;
- s/he is included in the list kept under section 1 of the Protection of Children Act 1999 as amended (list of those considered by the Secretary of State as unsuitable to work with children);
- s/he is disqualified from working with children or subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);
- s/he is disqualified from registering for child-minding or providing day care;
- s/he is disqualified from registration under Part 3 of the Childcare Act 2006;
- s/he is disqualified from working with children under sections 28, 29 or 29a of the Criminal Justice and Court Services Act 2000;
- s/he has not provided to the chairman of the trustees a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997.