

Headteacher
Ryhope Infant School Academy

Date: December 2023
Our Ref: LJ/LJ

Dear Headteacher

Ryhope Infant School Academy
Parent Governor Election

It will be necessary to hold an election for one Parent Governor with immediate effect. Material has been prepared and is enclosed as follows:

- 1 set of guidelines
- copy of letter to go out to each family (pupil post)
- nomination forms
- proforma letter to seek personal statement
- personal statement form
-

The deadline for return of nominations is the end of the academy day on **Friday 22nd December 2023**.

If you have any queries please do not hesitate to contact WISE Governance Services.

Yours sincerely

Linda Jobson

Linda Jobson
Business and Governance Support Officer
Wise Academies
Tel 0191 7070125 Ext 4
E-mail linda.jobson@wiseacademies.co.uk



To all parents of pupils at Ryhope Infant School Academy

Date: December 2023

Our Ref: LJ/LJ

Dear Parent

Governor Election

One vacancy exists at your child's academy for Parent Governors with immediate effect. Governors serve a 4-year term and the Governing Body of Ryhope Infant School Academy will comprise:

Members	at least 3
Trustees	up to 8
Elected Parents	at least 2
Ex-officio	1

I am writing to you, on behalf of the Trustees, to seek nominations for these Parent Governor positions. You would be expected to attend Governing Body meetings at least once a term.

Role of the Governing Body

To contribute to the work of the Governing Body in ensuring high standards for achievement for all children and young people in the school/academy by: -

- setting the schools' vision, ethos and strategic direction
- holding the Headteacher to account for the education performance of the school/academy and its pupils
- overseeing the financial performance of the school and make sure its money is well spent

Activities: As part of the Governing Body Team

A governor is expected to: -

1. Contribute to the strategic discussions at Governing Body meetings which determine
 - the vision and ethos of the school
 - clear and ambitious strategic priorities and targets for the school
 - that all children, including those with special educational needs, have access to a broad and balanced curriculum
 - the school's budget, including the expenditure of the pupil premium allocation
 - the school's staffing structure and key staffing policies
 - the principles to be used by school leaders to set other school policies
2. Hold the senior leaders to account by monitoring the school's performance; this includes
 - agreeing the outcomes from the school's self-evaluation and ensuring they are used to inform the priorities in the school development plan
 - considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of school performance
 - asking challenging questions of school leaders
 - ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of those audits
 - ensuring senior leaders have developed the required policies and procedures and the school is operating effectively according to those policies
 - acting as a link governor on a specific issue, making relevant enquiries of the relevant staff, and reporting to the Governing Body on the progress on the relevant school priority

- listening to and reporting to the school's stakeholders: pupils, parents, staff, and the wider community, including local employers
3. Ensure the school staff have the resources and support they require to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and CPD (Continuing Professional Development), and suitable premises, and that the way in which those resources are used has impact.
 4. When required, serve on panels of governors to
 - appoint the Headteacher and other senior leaders
 - appraise the Headteacher
 - set the Headteacher's pay and agree the pay recommendations for other staff
 - hear the second stage of staff grievances and disciplinary matters
 - hear appeals about pupil exclusions
 - producing an action plan after an OFSTED inspection and monitoring how the plan is put into practice
 - considering cases of excluded pupils
 - establishing a Performance Management Policy
 - ensuring accountability

If you would like to be nominated as a Parent Governor please contact the school where nomination forms are available. You will need to provide details of your skills and experience that would contribute to the effectiveness of the Governing Body.

In the event that there are more nominations than vacancies, it will be necessary to hold a ballot. Please note that the deadline for completed nomination forms to be returned to the school is the end of the school day on **Friday 22nd December 2023**.

It should be noted that the appointment of a Parent Governor will be subject to a satisfactory Disclosure and Barring Service check.

Yours sincerely

Linda Jobson

Linda Jobson
Business and Governance Support Officer
Wise Academies
Tel 0191 7070125 Ext 4
E-mail linda.jobson@wiseacademies.co.uk



ELECTION OF A PARENT GOVERNOR TO THE GOVERNING BODY OF
RYHOPE INFANT SCHOOL ACADEMY

NOMINATION FORM – PARENT GOVERNOR ELECTION

If you are interested in serving as a Parent Governor of Ryhope infant School Academy please enter your details below: -

Miss/Mrs/Mr/Ms (please delete as appropriate)

Full name.....

Date of Birth..... Nationality.....

Address.....

.....

Postcode..... Tel No

E-mail.....

Skills and experience to support your application.....

.....

Your occupation (if any)

Name of Employer (if applicable)

Name of pupil(s) attending the school (and class/year group if known)

.....

You will need to get your nomination supported by another parent at the school

Supported by:

Miss/Mrs/Mr/Ms (please delete as appropriate)

Full name

Parent of the following pupil(s)

Signature of supporter

Declaration – I confirm that I am willing to stand for election as a Parent Governor of Ryhope Infant School Academy, and that I am not disqualified. I understand that I will be required to undertake a Disclosure and Barring Service check.

Signature..... Date.....

RETURN THIS FORM TO RYHOPE INFANT SCHOOL ACADEMY BY **FRIDAY 22nd DECEMBER 2023**

continued.....

Disqualifications of Members of the Governing Body

You are not a parent of a registered pupil at the school at the time of your election (although it should be noted that you are entitled to complete your term of office if your child leaves the school during your term)

No person shall be qualified to be a Governor unless he is aged 18 or over at the date of his election or appointment. No current pupil of the Academy shall be a Governor

A Governor shall cease to hold office if he becomes incapable by reason of illness or injury of managing or administering his own affairs

A Governor shall cease to hold office if he is absent without the permission of the Governors from all their meetings held within a period of six months and the Governors resolve that his office be vacated

A person shall be disqualified from holding or continuing to hold office as a Governor if: -

- a) his estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
- b) he is the subject of a bankruptcy restrictions order or an interim order.

A person shall be disqualified from holding or continuing to hold office as a Governor at any time when he is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).

A Governor shall cease to hold office if he ceases to be a Governor by virtue of any provision in the Companies Act 2006 or 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).

A person shall be disqualified from holding or continuing to hold office as a Governor if 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.

A person shall be disqualified from holding or continuing to hold office as a Governor where 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.

After the Academy has opened, a person shall be disqualified from holding or continuing to hold office as a Governor if he has not provided to the chairman of the Governors a criminal records certificate at an enhanced disclosure level under section 1138 of the Police Act 1997. In the event that the certificate discloses any information which would in the opinion of either the Chairman or the Headteacher confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.

Where, by virtue of these Articles a person becomes disqualified from holding, or continuing to hold office as a Governor; and he is, or is proposed, to become such a Governor, he shall upon becoming so disqualified give written notice of that fact to the Clerk.

PROFORMA LETTER REQUESTING PERSONAL STATEMENT

Dear

Ryhope Infant School Academy

It will be necessary to have a ballot to fill the **TWO** Parent Governor vacancies. You are invited to complete a personal statement which will be circulated to all parents, along with the ballot paper and any other statements submitted. A blank personal statement is attached and this should be returned to the school by Friday (**insert date**)

It is entirely up to the discretion of the candidate what is included in the personal statement, including address, reasons for wishing to become a governor and any other personal information.

Yours sincerely

Headteacher

RYHOPE INFANT SCHOOL ACADEMY

PERSONAL STATEMENT FOR PARENT GOVERNOR

Name

The above parent has chosen to submit a personal statement as follows:

Reason for nomination: -

Skills and experience: -