



UPTON JUNIOR SCHOOL

Executive Headteacher: Mrs. M Lewis

Heads of School: Miss. D Arthur (Lower School) & Mr. D Walker (Upper School)

01843 861393

Part of The Viking Academy Trust

Wednesday 20 September 2017

Dear Parent/Carer

Election of Parent Governor

We would like you to consider standing for election as a parent governor for our school's Local Advisory Body.

Every school has a governing body, which includes a number of categories of governors including parent governors. Parent governors are elected to serve for a period of four years, though they may resign at any time.

Together with the Heads of School, the governing body has overall responsibility for the running of the school. Governors are involved in deciding school policies, allocating the school's budget and appointing senior staff. No special qualifications are needed, the most important thing is to have a keen interest in the school together with enthusiasm and time to play an active part in the governing body's work. In order to support our governors in their work, training is provided at no charge to the individual.

Governors normally meet once a term usually on a Monday at 5pm, in addition there will probably be additional Governor visits to carry out and Committee meetings to attend. Information is shared in advance of meetings for Governors to read.

At the present time we are particularly looking for someone with expertise in the Personnel/Human Resources area but if your skills are in other sphere, this should not deter you from applying.

If you would like to stand for election, please complete the attached form and return it to us by Wednesday 4 October 2017. Each person nominated must be proposed and seconded by parents/carers who have a child at the school. Anyone standing for election is invited to provide a short statement (maximum of 100 words) with his/her nomination. The statement should include biographical information, your reasons for wanting to be a parent governor and the contribution you believe you can make to the governing body.

If the number of nominations received is equal, or less than, the number of vacancies, the nominees will automatically be elected as parent governors. If, however, there are more nominations than vacancies, an election will be held and copies of the personal statements will be sent to all parents. Two weeks will be allowed for the return of ballot papers. Each parent will have one vote for each vacancy, no matter how many children he or she has at the school.

Please consider standing as a governor or else nominating another parent/carers. If you would like more information about being a school governor please speak to one of our governors, the Trust Secretary (Cheryl.southern@vikingacademytrust.com) or either of us (via the school office).

Yours sincerely

D Arthur/D Walker
Heads of School



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ELECTION OF PARENT GOVERNOR

PLEASE RETURN THIS FORM TO THE SCHOOL NAMED BELOW WITHIN TWO WEEKS OF THE DATE OF THE COVERING LETTER. I.E. by **Wednesday 4 October 2017**.

Name of the school: **UPTON JUNIOR SCHOOL**

Please enter IN BLOCK LETTERS your name and address. (You must be the parent/carer of a child registered at the school named above);

Name

Address

Signature of nominee

Parent /Carer of (Name of Child/ren)

Signature of proposer

Name and address

Parent /Carer of (Name of Child/ren)

Signature of seconder

Name and address

Parent /Carer of (Name of Child/ren)

Please include a statement of no more than 100 words to support your application. This will be sent to parents in the event that we have more applications than positions available.



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Please note:

- (I) Further nomination forms can be obtained from the Heads of School.
- (II) The term "parent" includes guardians, foster parents and any person who has actual custody of a child.
- (III) A person is disqualified from holding or continuing to hold office 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 any body
 - A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when the person is:
 - included in the list kept under section 1 of the Protection of Children Act 1999(a) (list of those considered by the Secretary of State as unsuitable to work with children);
 - subject to a direction of the Secretary of State under section 142 of EA 2002(b) (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);
 - barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006(c);
 - disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000(d);
 - disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010(e) for child minding or providing day care;
 - disqualified from registration under Part 3 of the Childcare Act 2006(f).
 - The nominee has been convicted, whether in the United Kingdom or elsewhere, of any offence and a sentence of imprisonment (whether suspended or not) has been imposed for a period of not less than three months without the option of a fine.
 - The nominee has been convicted of any offence and a sentence of imprisonment has been imposed on for a period of not less than two and a half years within 20 years preceding the date of appointment
 - The nominee has been convicted under section 547 of EA 1996(a) (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992(b) (nuisance or disturbance on educational premises) of an offence and has been sentenced to a fine.
 - A person is disqualified from holding or continuing to hold office as a governor at any time when the person refuses a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997(c) for a criminal records certificate.

Anyone proposed or serving as a governor who is disqualified for one of these reasons must notify the Clerk to the governing body/Trust Secretary.