

28 September 2020

Dear Parent

There is provision for 2 parent governors in our organisation and we currently have 1 vacancy. We therefore invite you to stand for election as a parent governor.

Governors do not run the school day-to-day, as their role is at the strategic or policy-making level. You do not have to be an expert on education to be a school governor and we value the experience that all governors bring to the role. Governing bodies have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Principal to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

No special qualifications are needed for the role but we are particularly looking for nominations from parents with a **significant amount of HR, finance, legal or business expertise, experience or qualifications**. Training is available for all governors and we have an expectation that those new to being a governor, attend free induction training.

The most important thing is to have a keen interest in the ALP schools and be prepared to play a positive and active part in the governing body's work. Please be aware that being a governor is an unpaid position and does take up time with meetings, visiting schools, monitoring activities and undertaking training. There are at least 3 governing body meetings and at least 3 committee meetings a year which during these difficult times are carried out remotely.

If you join our governing body, you will serve for a four year term and you can continue to the end of the four years even if your child/children leave the school.

All those who have parental responsibility for a pupil in the ALP and are over the age of 18 are eligible to stand for election, including parents who work at the school, provided that they work for less than 500 hours per year when they are elected.

There are some circumstances that disqualify an individual from serving as a school governor. If you wish to stand, you are asked to complete a self-declaration of eligibility form attached to state that there are no reasons for disqualification from serving as a governor and provide evidence of identity and address if required. All new governors are required to apply for an enhanced DBS certificate.

If you would like to stand for election please **complete the enclosed nomination form and return it to the school no later than 9am on 9 October 2020**. You should also include a **short personal statement to support your nomination, which should be no longer than 250 words and should include details of the relevant skills, experience and qualifications in the disciplines mentioned above**. Your nomination should be supported by at least one parent of pupils currently at the school (not including anyone to whom you are closely related). Their signatures, names and addresses must be on the nomination form. Finally, **the declaration of eligibility form should be completed and returned** with the nomination form.

If there are more nominations than vacancies, the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

To find out more about what being a governor at this school is like, you can contact me via the school offices and I will try to answer any questions.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Andy Roberts', with a stylized flourish at the end.

Andy Roberts  
**Executive Principal**

**ALP Parent Governor Election: Nomination Form**

This form should be returned to the school office by 9am on Friday 9 October 2020 along with the Eligibility Declaration Form.

I wish to serve as parent governor and to be a candidate if an election is necessary.			
<b>Full name</b> <i>(title, forename &amp; surname)</i> <i>Block capitals please</i>	<b>Address</b>	<b>Signature and date</b>	<b>Name of child</b> <i>(with class)</i>
These parents of children currently attending the school support my nomination.			
<b>Full name</b> <i>(title, forename &amp; surname)</i> <i>Block capitals please</i>	<b>Address</b>	<b>Signature and date</b>	<b>Name of child</b> <i>(with class)</i>

Please use this space for a brief (250 words maximum) personal statement to support your nomination. This statement, presented in a standard format, with your name, will be circulated to parents if there is a contested election.

## ALP Parent Governor Election: Eligibility Declaration Form

Please answer each question by ticking the relevant box on the right hand side

	YES	NO
<b>Are you</b> aged 18 or over at the date of this election or appointment?		
<b>Have you</b> been disqualified as a governor at this school for failing to attend governing body meetings for a continuous period of six months, beginning with the date of the first meeting missed, without the consent of the governing body?		
<b>Has your</b> estate been sequestrated (temporarily repossessed) and the sequestration not been discharged, annulled or reduced?		
<b>Are you</b> the subject of a bankruptcy restrictions order or an interim order: debt relief restrictions order or interim order?		
<b>Are you</b> subject to: a disqualification order or disqualification undertaking under the Company Directors 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 492(2) (b) of the Insolvency Act 1986 (failure to pay under a County Court administration order)?		
<b>Have you</b> been removed from the office of a trustee for a charity by an order made by the Charity Commission or Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which you were responsible or to which you were privy or to which you contributed or to which you facilitated by your conduct?		
<b>Have you</b> been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of anybody?		
<b>Are you</b> included in the list kept under section 1 of the protection of Children Act 1999 (list of those considered by the Secretary of State as unsuitable to work with children)?		
<b>Are you</b> subject to a direction of the Secretary of State under section 142 of Education Act 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction)?		
<b>Are you</b> barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006?		
<b>Are you</b> disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000?		
<b>Are you</b> disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care or disqualified from registration under Part 3 of the Childcare Act 2006?		
<b>Have you</b> , in the five years prior to becoming a governor or since becoming a governor, been sentenced to three months or more in prison (whether suspended or not) without the option of a fine?		
<b>Have you</b> , in the twenty years prior to becoming a governor, received a prison sentence of two and a half years or more?		
<b>Have you</b> , at any time, received a prison sentence of five years or more?		
<b>Have you</b> been fined, in the five years prior to becoming a governor or since becoming a governor, for causing a nuisance or disturbance on school or education premises?		
<b>Are you</b> employed to work at the school or on a contract for services at the school and work for more than 500 hours a year?		

**I declare that I am not disqualified from serving as a school governor.**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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