**Trinity**

 Taunton Road

Lee, London

 SE12 8PD

 Tel: 020 8852 3191

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Executive Headteacher:

 Mr David Lucas BSc (Hons) MA NPQH

Dear Parent or Carer 15TH March 2018

**PARENT GOVERNOR ELECTION**

A vacancy has arisen for a parent Governor to join the Governing Body at Trinity All Through School (Secondary & Primary). The Governing Body is asking you to stand yourself or to nominate someone who has parental responsibility for a child at either Primary or Secondary (or both) to fill this role. If the Governing Body receives more than one nomination, then a ballot will be held.

The Governing Body is responsible for both the conduct of the school and for promoting high standards. The Governing Body carries out its role by setting the vision for the school and then ensuring that the school works efficiently and effectively towards achieving its vision. It does this by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school, and by ensuring accountability and compliance. The Governing Body of our school is made up of foundation governors (appointed by the Southwark Diocesan Board of Education or local churches), parent governors, staff governors, and a Local Authority governor.

Before you decide to nominate someone, or indeed stand yourself, you may want to know what is involved. Governors need not be experts in the field of education. What they do need is an interest in the school and in the welfare of our children and the time and energy to get involved. Governors also ideally need the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to question, and to make connections between different types of information. Governors bring a range of skills and experience to the team and we aim to reflect these in designing the specific roles that they play on the Governing Board. All Governors are expected to be able to read straightforward budget reports and data on school performance across a range of key areas.

All parents and guardians of children at the school are eligible to stand as candidates in the election EXCEPT

* If s/he is an elected member of the local education authority; (local councillor)
* If s/he is paid to work at the school for more than 500 hours in any twelve month period beginning on 1st August and finishing on 31st July (an academic year).

Parent Governors are elected for a term of 4 years. The usual time commitment during an academic year looks like this:

* attend all meetings of the Full Governing Body, typically 4 – 5 per year
* sit on one or more Committees and attend the meetings which are usually once a term
* visit the school formally for monitoring purposes at least once a term
* visit the school informally during term time – approximately 4 times a year
* commit to attend training courses, perform additional research as required and possibly take part in monitoring a curriculum area or year group within the school
* maintain confidentiality as required

In return, our Governing Body commits to:

* provide Governors with a structured induction
* provide access to quality training via the Diocese or Local Authority/Achieving for Children
* provide you with an experienced Governor as mentor

**For further information about the role please contact the Head’s PA on 0208 852 3191 Ext 292 or email** **head.masters.pa@trinity.lewisham.sch.uk**who will be happy to help.

If you would like to stand for election **please complete and sign the enclosed nomination form and return to the school office no later than 12 noon on 29th March 2018**

If you wish you can **include a few details about yourself** and why you would like to become a governor (not exceeding 100 words). This will then be circulated to all parents to help them decided who to vote for if an election is required. You do not have to complete this section, but if you don’t you may put yourself at a disadvantage if there is an election.

An election, by secret ballot, will be held if more nominations are received than the number of vacancies. If an election is needed details of the procedure will be sent to all parents.

**Nominations must be from parents or carers with children at the school on the day that nominations close.**

The enclosed sheet summarises the disqualification criteria to serve as a governor. Anyone standing for election must certify that he/she is not disqualified for any reason.

Parents/carers who have paid employment in the school for 500 hours per academic year or more or who are elected members of the Local Authority are not eligible to stand in these elections.

Yours sincerely



David Lucas

Executive Headteacher

Trinity All Through School

**Enclosed**

1. **ROLE OF THE PARENT GOVERNOR LEAFLET**
2. **DISQUALIFICATION CRITERIA**

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**THE ROLE OF PARENT GOVERNORS**

Parent governors are elected by the parent body to represent them on the governing body**.** They share the views and where, appropriate, the concerns of parents with the governing body and act as a conduit between parents and the governing body.

Parent governors are not delegates and are not obliged to get voting instructions on matters to be decided, nor to vote in accordance with the parent body's views.

It is important that parent governors can give a fair and accurate representation of parental opinion on matters of importance. They vote, however, according to their own conscience and with the wellbeing of the school foremost in mind.

In all other respects, parent governors have the same role as every other governor, i.e. together with other members of the governing body, they

* are responsible for the strategic management of the school
* oversee the school’s aims, values and ethos
* promote high standards of educational attainment
* set targets for pupil achievement
* ensure compliance with the national curriculum
* take general responsibility for the conduct of the school
* manage the school’s budget, including deciding how many staff will work there and their pay
* participate in the appointment of the leadership group
* regulate school conduct and discipline.

Like other governors, parent governors do not have the power to take action on behalf of the governing body unless they have been asked to do so by the governing body.

Most governing bodies keep confidential items to a minimum. However, all governors need to bear in mind that indiscreet talk about what has been said at a governing body meeting can cause problems, and care needs to be taken when reporting back to the parent body on the outcome of meetings.

In general, just like all governors, parent governors should make sure that they never discuss individual children or adults outside the governing body if they have gained information about them as a result of being a governor.

Parent governors should be accessible to other parents and many governing bodies have arrangements in place ranging from parent governors’ surgeries to notice boards and newsletters. Care must, however, be taken if they are approached by another parent with a complaint about the school, in which case the parent concerned should be referred to the school’s complaints policy.

**Disqualification criteria[[1]](#footnote-1)**

**A copy of these criteria should accompany the letter to parents informing them of the vacancy.**

A person is disqualified from holding or from continuing to hold office as a governor or associate member if he or she:

* fails to attend the governing body meetings – without the consent of the governing body – for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex officio governors);
* is subject to a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief order or an interim debt relief order;
* has had his or her estate sequestrated and the sequestration order 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
* an order made under Section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order);

* has been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of any body;
* is included in the list of people considered by the Secretary of State as unsuitable to work with children;
* is disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002;
* is disqualified from registration for childminding or providing day care;
* is disqualified from registration under Part 3 of the Childcare Act 2006;
* has received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor;
1. Taken from

[https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/459032/The\_Constitution\_of\_Governing\_Bodies\_of\_Maintained\_ Schools\_Stat\_Guidance....pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/459032/The_Constitution_of_Governing_Bodies_of_Maintained_Schools_Stat_Guidance....pdf)  [↑](#footnote-ref-1)