



Dear Parent/Carers,

**Governing Board for CPD Schools Federation  
Election for two Parent Governors**

CPD Schools Federation, comprising Central Park Primary School, Dersingham Primary School, and Calverton Primary School, is constituting a new governing board, which will come into being on 1 October 2021.

The Governing Board for CPD Schools Federation will have places for two Parent Governors, together with positions representing other stake-holder groups. If you wish to seek nomination as an elected Parent Governor, please collect a nomination form from the School Office. This form should be completed, with the accompanying personal statement of no more than 150 words, and returned to the Headteacher **no later than 3.30 p.m. on Friday 17 September 2021.**

Please note that the new Governing Board will govern the three schools in the federation, and that Parent Governors are not elected to represent each school, ie there will be two parent governors who represent on the board the interests of parents across the three schools. If more than two nominations are received across the Federation, a ballot will be undertaken. In this case, the two candidates with the most votes will be elected, regardless of which school their child attends.

Please give careful consideration to your nomination. If you would like to focus on the school your child attends / you work in, we anticipate as the year progresses we will introduce a Local Governance Committee in each school so you may want to wait until that point to put your name forward.

Outlined below is some general information on the role of a Parent Governor.

1. Governing Boards play a vital role in the management of their schools, as well as being a crucial link between the schools and the local community. Becoming a governor is your chance to bring the views and experience of a parent to bear directly on the education being offered in your child's school. It is especially useful to have a variety of outlooks reflective of our multi-cultural society.
2. The Governing Board works closely with the Executive Headteacher to achieve high standards for all your children, building on the borough's reputation for academic excellence and care for the individual child.
3. Being a governor is a responsible and sometimes time-consuming job. To help you make a decision, you may wish to speak to a current governor or to the Executive Headteacher. The following specific points may be helpful to you.
4. An election is held whenever a Parent Governor's term of office expires or a vacancy occurs through resignation.
5. Ballots are only necessary when there are more nominations than places available. These are secret ballots for which voting papers are provided.
6. There are certain regulations, which disqualify candidates from becoming governors. These relate specifically to bankruptcy or criminal offence.

The School Governance (Constitution) (England) Regulations 2012 state that a person is disqualified from becoming a parent governor if they are an elected member of the LA or work at the school for more than 500 hours a year (at the time of their appointment).

7. In addition to Parent Governors, who are elected by other parents whose children attend the same school as their own, there are other categories of governor:
  - LA Governor – nominated by the Council;
  - Staff Governor – elected by teaching/non-teaching staff;
  - Community Governor – appointed by members of the Governing Body;
  - Headteacher Governor.
8. The term of office is currently 4 years.
9. Governors should get to know their schools on a first-hand basis; will make decisions corporately which will influence and shape children's education; and, through their commitment, experience and skills, help schools to develop.
10. The kind of decisions that governors make will include the following: agreeing educational priorities with the Executive Headteacher and the staff; deciding how the school budget should be allocated; sharing with the Executive Headteacher and the staff responsibility for the school's curriculum; approving school policies; appointing school staff; preparing an annual report and holding a meeting with parents to discuss it.
11. Governors are expected to give up some time to the following: Attending meetings of the Governing Body at least once a term; reading papers in preparation for these meetings; taking part in committee meetings or appointments panels from time to time; attending school functions; attending training sessions.
12. The LA has a comprehensive programme of support and development for governors, which can be accessed through Governor Services.
13. Being a governor is an opportunity to have direct involvement in your child's schools federation; personal development and mental stimulation; the satisfaction of being part of a dedicated team; the opportunity to meet new people; interesting and rewarding work; fulfilment from helping young people.
14. If you are interested in becoming a governor you should complete the nomination form and find two other parents of children at your child's school to propose and second your application. Prepare a brief profile of **not more than 150 words** explaining why you wish to become a governor. This might include the following: why you think you are a suitable candidate; any interests which are relevant to your application; details of your job or any voluntary work you are involved in; any links with or current involvement in education; any other experience which you think is applicable.

Should you require any further information in considering whether or not you wish to stand for election, please do not hesitate to contact The Education Space on 020 8249 6933.

**Please return your nomination form and profile to the Headteacher no later than 3.30 p.m. on Friday 17 September 2021.**

Yours sincerely

**The Executive Headteacher, on behalf of the Director of Children's Service**

**ELECTION FOR TWO PARENT GOVERNOR(S)**  
**CPD SCHOOLS FEDERATION**

**NOMINATION FORM**

I hereby nominate SURNAME \_\_\_\_\_

FIRST NAME \_\_\_\_\_

Please delete as appropriate: Dr/Mr/Mrs/Ms/Miss

ADDRESS: \_\_\_\_\_ TEL. NO. (home) \_\_\_\_\_

\_\_\_\_\_ TEL. NO. (work) \_\_\_\_\_

\_\_\_\_\_ TEL. NO (mobile) \_\_\_\_\_

\_\_\_\_\_ FAX NO. \_\_\_\_\_

\_\_\_\_\_ EMAIL. \_\_\_\_\_

who is parent/guardian of (Name/s) \_\_\_\_\_

*Privacy Statement*

*NPW has a duty to protect the public funds it administers and may use the information you have provided for the prevention and detection of crime. We may also share information with other council departments or external organisations in order to undertake our functions. We will always comply with the requirements of the General Data Protection Regulations 2018 and never give information about you to anyone else, or use information for another purpose unless the law allows us. If you want to know more about how your information is used visit <https://npw.uk.com/wp-content/uploads/2020/02/NPW-group-Privacy-Notice.pdf>*

<b>PROPOSER</b>	<b>SECONDER</b>
Name:	Name:
Address:	Address:
Name of child:	Name of child:
Signature:	Signature:

**THIS FORM TO BE RETURNED TO THE HEADTEACHER. NOMINEES SHOULD ATTACH A SHORT STATEMENT (OF NOT MORE THAN 150 WORDS) EXPLAINING WHY THEY WISH TO BECOME A PARENT GOVERNOR. THIS WILL BE USED IN THE EVENT OF A BALLOT BEING NECESSARY.**

**Eligibility to be a Governor**

There are regulations which apply to bankruptcy, criminal convictions and other factors. Details can be obtained from The Education Space Governor Services. Please note that in order to comply with new DfE requirements concerning persons working with children and young people under 18, successful candidates will be asked to sign a declaration form (see overleaf) and provide proof of identity in order that clearance as to their suitability may be obtained.

## DECLARATION FORM

Name:

Address

Postcode

Tel (home) ( )

(work) ( )

School

A governor must be aged 18 or over at the time of their election or appointment and cannot be a registered pupil at the school. A person is disqualified from holding or from continuing to hold office as a governor 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). This disqualification lasts for six months;
- is subject to a bankruptcy restriction order or an interim order;
- has had their 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 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 492(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 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 barred from any related activity relating to 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;
- Is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State;
- 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;
- has received a prison sentence of 2.5 years or more in the 20 years before becoming a governor;
- has at any time received a prison sentence of five years or more;
- has been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor;
- refuses to allow an application to the Criminal Records Bureau for a criminal records certificate;
- has been an elected parent or staff governor and removed from the Board during their term of office within the past five years.

*I confirm that I am not disqualified from serving because of the criteria listed above.*

*I confirm that in the event that I am elected/appointed I will notify the Governing Body Support Officer (GBSO) to the governing body immediately should I become disqualified during my term of office.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

*If information submitted on this form is inaccurate, the named person will be disqualified from governorship immediately. If the named person's circumstances change in relation to any of the statements above, the Headteacher should be informed forthwith.*

# Parent Governor Nominee - Personal Statement

*Please note that this page will be sent to all parents as support for your nomination.*

*Please complete this form in no more than 150 words. This form may not be altered in anyway. **If your statement exceeds 150 words, any surplus words that exceed the 150 will be omitted from your statement from the beginning of the sentence containing the surplus words.** If you do not submit a statement then, should the election go to a ballot, your nomination will be included without a supporting statement. **Please provide this personal statement in electronic format.** An electronic form can be obtained from the school office.*

**Full name (including title)**

**My reasons for wanting to be a parent governor, including the skills and qualities I could bring to the governing body.**

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