



WEST SUSSEX COUNTY COUNCIL

IMBERHORNE SCHOOL

Headteacher: Mr Martin Brown

Compassion
Achievement
Respect
Endeavour

*The cornerstones of our
learning community*

May 2019

Dear Parent/Carer

Election of Parent Governors

The instrument of government for this school provides for the appointments of 6 Parent Governors who are elected by the parents of students registered at the school. The term of office for each Governor is four years.

We have a vacancy for a Parent Governor following a recent resignation. We welcome applications from all parents, every Governing Body is encouraged to have areas of skills that would be of benefit to the school environment. If you are able to see yourself supporting the school, whilst offering and sharing your own knowledge and expertise in areas relating to public relations and marketing; work placements and career planning; health services; surveying, consultancy and research; we would encourage you to consider this role. If you wish to stand for election, please complete the enclosed nomination form and return it in a sealed envelope marked for my attention, and hand it to Reception at Imberhorne Lane or Mrs Cook at Windmill Lane, by 10.00 a.m. on Wednesday 15th May 2019.

If more than one nomination is received, I shall send all parents voting papers, which will include candidates' election statements. Completed voting papers must be returned to me in a sealed envelope marked "Ballot Paper" not later than 10.00 a.m. on Wednesday 22nd May 2019.

I have arranged for votes to be counted at 10.00 a.m. on Wednesday 22nd May 2019 or at a time mutually agreed with all candidates. Each candidate, or his or her authorised representative, may attend the count. I shall arrange for all parents to be notified of the result.

If you require further information on the responsibilities and regulations concerning the office of Governor, please contact Mrs Sandra Cook, Clerk to Governors, by telephone at school or by email: scook@imberhorne.co.uk.

If you have any queries about the process, I shall be pleased to answer them.

Yours sincerely,

Mr Martin Brown
Headteacher

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School Governors represent the largest volunteer force in the country with approximately 1% of the adult population serving in this capacity at any one time. Parent Governors are elected by their fellow parents and are vital to a governing body because they ensure that the other Governors are kept in touch with the concerns and issues of most importance to parents.

Governors can, and do, make a positive contribution to the school and the education of its children. Through their strategic role they contribute to the effective running of the school and the educational achievements of its students. A governing body's overriding responsibility is to work in partnership with the Headteacher to promote continuous improvement in school performance. This involves producing a development plan, setting challenging but achievable targets, assessing progress and determining appropriate action. In addition, the governing body is there to be a 'critical friend' to provide the right balance between supporting and challenging the performance of both the Headteacher and the school.

The Local Education Authority provides high quality training and support services for Governors plus a designated help line. A regular newsletter is sent to all school governors in the area to keep them informed of developments in education policy.

Being a parent governor can be stimulating, enjoyable and rewarding. Typically, a Governor's duties will average around 8 hours a term, more if you want! If you have the enthusiasm and desire to become involved in the school, then please consider putting yourself forward for election. Parent Governors are very important to an effective and well balanced governing body.

Nomination Form for Election of Parent Governors



Imberhorne School

(Mr/Mrs/Miss) _____ (full name)

(Full address) _____

(Telephone number) (Home) _____ (Work) _____

Parent/Legal Guardian of _____ (child's name)

I wish to stand for election as a Parent Governor of the above school. The following two parents or legal guardians of children attending the school support my nomination:

Signature

Address

(Name) _____

(Name) _____

Brief election statement:

Signature of Candidate: _____

Date: _____

Please return completed nomination form to the Headteacher of the school to arrive **no later than: 10.00 am on Wednesday 15th May 2019.**

Schedule 6 of the School Governance (Constitution) (England) Regulations 2003 detailing the qualifications and disqualifications in respect of school governors is set out below.



General

1. (1) No person is qualified to be a governor unless he is aged 18 or over at the date of his election or appointment.
(2) This provision does not apply to an associate member appointed under regulation 11.
2. No person shall at any time hold the office or more than one governor of the same school.
3. Save as otherwise provided in these Regulations, the fact that a person is qualified to be elected or appointed as a governor or a particular category at a school does not disqualify him from election or appointment or from continuing as a governor of any other category at that school.

Mental disorder

4. A person is disqualified from holding or for continuing to hold office as a governor of a school at any time when he/she is detained under the Mental Health Act 1983.

Failure to attend meeting

5. (1) This paragraph applies to any governor who is not a governor by virtue of his office.
(2) A governor, who, without the consent of the governing body, has failed to attend the meetings thereof for a continuous period of six months beginning with the date of the first such meeting he failed to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school.
(3) A foundation governor (other than an ex-officio foundation governor), LEA governor, community governor, partnership governor or sponsor governor who has been disqualified as a governor of a school under sub-paragraph (2) is not qualified for election nomination or appointment as a governor of any category at that school during the twelve months immediately following his disqualification under sub-paragraph (2).

Bankruptcy

6. A person is disqualified from holding or continuing to hold office as a governor of a school if –
(a) he has been adjudged bankrupt or sequestration of his estate has been awarded and (in either case) has not been discharged and the bankruptcy order has not been annulled or rescinded; or
(b) he has made a composition or arrangement with, or granted a trust deed for, his creditors and has not been discharged in respect of it.

Disqualification of company directors

7. A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when he is subject to a disqualification order 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*).



Disqualification of charity trustees

8. A person is disqualified from holding or from continuing to hold office as a governor of a school if –
 - (a) he has been removed from the office of trustee for a charity by an order made by the Charity Commissioners of the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he is responsible for which he was privy, or to which he contributed or which he facilitated by his conduct; or he has been removed, under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 (*powers of Court of Session to deal with management of charities*), from being concerned in the management or control of anybody.

Persons whose employment is prohibited or restricted

9. A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when he is –
 - (a) included in the list of teachers and workers with children or young persons whose employment is prohibited or restricted under section 1 of the Protection of Children Act 1999;
 - (b) subject to a direction of the Secretary of State under section 142 of the Education Act 2002;
 - (c) disqualified from working with children under sections 28 and 29 of the Criminal Justice and Court Services Act 2000; or
 - (d) by virtue of an order made under section 470 or section 471 of the Education Act 1996, disqualified from being the proprietor of an independent school or from being a teacher or other employee in any school.

Criminal convictions

10. (1) Subject to sub-paragraph (6) below, a person is disqualified from holding, or continuing to hold, office as a governor of a school where any of sub-paragraphs (2) to (4) or (6) below apply to him.
 - (2) This sub-paragraph applies to a person if –
 - (a) within the period of five years ending with the date immediately preceding the date on which his appointment or election as governor would otherwise have taken effect or, as the case may be, on which he would otherwise have become a governor by virtue of his office, or
 - (b) since his appointment or election as governor or, as the case may be, since he became a governor by virtue of his office, he has been convicted, whether in the United Kingdom or elsewhere, of any offence and has had passed on him a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine.
 - (3) This sub-paragraph applies to a person if within the period of 20 years ending with the date immediately preceding the date on which his appointment or election as governor would otherwise have taken effect or, as the case may be, on which he would otherwise have become a governor by virtue of his office, he has been convicted as aforesaid of any offence and had passed on him a sentence of imprisonment for a period of not less than two and a half years.
 - (4) This sub-paragraph applies to a person if he has at any time been convicted as aforesaid of any offence and he has had passed on him a sentence of imprisonment for a period of not less than five years.
 - (5) For the purposes of the sub-paragraphs (2) to (4) above, any conviction by or before a court outside the United Kingdom of an offence, which, if the facts giving rise to the offence had taken place in any part of the United Kingdom, would not have

constituted an offence under the law in force in that part of the United Kingdom must be disregarded.



(6) This sub-paragraph applies to a person if –

- (a) within the period of five years ending with the date immediately preceding the date on which his appointment or election as governor would otherwise have taken effect or, as the case may be, on which he would otherwise have become a governor by virtue of his office, or
- (b) since his appointment or election as governor or, as the case may be, since he became a governor by virtue of his office, he has been convicted under section 547 of the Education Act 1996 or under section 85A of the Further and Higher Education Act 1992 (*nuisance and disturbance on educational premises*) of an offence and has been sentenced to a fine.

Refusal to make an application for a criminal records certificate

A person is disqualified from holding or continuing to hold office as a governor at any time when he refuses a request by the clerk to the governing body to make an application under section 113 of the Police Act 1997 for a criminal records certificate.

Notification to Clerk

1. Where, by virtue of any paragraphs 6 to 10 –
 - (a) a person is disqualified from holding, or for continuing to hold, office as a governor of a school; and
 - (b) he is, or is proposed to become, a governor, he shall give notice of that fact to the clerk to the governing body.

If there are any queries about any of the above, they should be addressed to the Headteacher in the first instance who will arrange for an answer or explanation to be provided.