

21st September 2023

Dear Parent/Carer,

### **Election of Parent Governors: Nominations**

There is a vacancy for a parent governor to serve on the governing body of Lealands High School. We are very keen to encourage parents (or people with parental responsibilities) of registered students to nominate themselves to fill this vacancy. Details of what you will need to do to be nominated are attached to this letter.

Parent governors are elected by and from other parents and are vital to our governing body. They share equally with other governors the responsibility for carrying out the governing body's wide range of responsibilities. Governors do not run the school day to day, as their role is at the strategic or policy-making level in the school. You do not have to be an expert to be a school governor, and we value the experience that all governors bring to the role. You will be supported in these duties by other experienced members of the governing body, the clerk to the governing body and the Governor Services Department of the Local Authority.

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. Being a governor does take time. There are seven governing body meetings each year, and governors usually serve on a committee/working group. You will need to set aside time to be able to be an effective governor: time to prepare for meetings, for visiting the school, undertaking training and updating your knowledge.

To find out more about what being a governor at this school is like, you can contact Amy Sheridan, Chair of the Governing Body, at [admin@lealands.luton.sch.uk](mailto:admin@lealands.luton.sch.uk), who will be very willing to answer any questions. Alternatively, contact Luton Governor Services on 01582 548017, who can tell you more about what the role involves.

If you would like to take the opportunity to put yourself forward as a candidate, you may only do so on an official form, so please complete and return the attached sheet to me by Friday 6th October 2023. If it is necessary for there to be an election, I will contact you to let you know about the arrangements.

Yours sincerely,



Mr J Burridge  
Headteacher

### **Who can be a parent governor?**

All those who have parental responsibility 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 will be asked to complete a self-declaration of eligibility form to state that there are no reasons for being disqualified from serving as a governor and provide evidence of identity and address if required.

### **How to nominate yourself**

If you would like to put your name forward, your nomination must be supported by two parents 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.

You should use the space provided on the form to write a brief personal statement (100 words maximum) to support your nomination.

If the number of nominations is the same as or less than the number of vacancies all candidates will be elected unopposed.

If there are more nominations than vacancies, an election will take place. The statements of all candidates will be typed in a standard format and circulated to all parents with ballot papers.

**Parent Governor Election: Nomination Form**

This form should be returned to the Headteacher at Lealands High School by Friday 6th October 2023

<b>I wish to serve as a Parent Governor and to be a candidate if an election is necessary</b>			
<b>FULL NAME</b> (TITLE, FORENAME AND SURNAME) BLOCK CAPITALS PLEASE	<b>ADDRESS</b>	<b>SIGNATURE AND DATE</b>	<b>NAME OF CHILD</b> (WITH TUTOR AND YEAR GROUP)

<b>These parents of children currently attending the school support my nomination</b>			
<b>FULL NAME</b> (TITLE, FORENAME AND SURNAME) BLOCK CAPITALS PLEASE	<b>ADDRESS</b>	<b>SIGNATURE AND DATE</b>	<b>NAME OF CHILD</b> (WITH TUTOR AND YEAR GROUP)

Please use this space or attach a brief (100 words maximum) personal statement to support your nomination. This statement, typed in a standard format with your name, will be circulated to parents if there is a contested election.

### **SCHOOL GOVERNOR ELIGIBILITY SELF DECLARATION FORM**

- I am aged 18 or over at the date of this election or appointment
- I have not 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.
- Never has my estate been sequestrated (temporarily repossessed) and the sequestration not been discharged, annulled or reduced
- I am not the subject of a bankruptcy restrictions order or an interim order: debt relief restrictions order or interim order
- I am not 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)
- I have never 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
- I have never been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body
- I am not 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)
- I am not subject to a direction of the Secretary of State under section 142 of EA 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction)
- I am not barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006
- I am not disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000
- I have not been 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
- I have not, 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
- I have not, in the twenty years prior to becoming a governor, received a prison sentence of two and a half years or more
- I have not, at any time, received a prison sentence of five years or more

- I have not 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
- I am not 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 am prepared to undergo a full enhanced check with the Disclosure and Baring Service (DBS)

I declare that I have read and understand the above statements and there is nothing to disqualify me from serving as a school governor.

Name: Signature \_\_\_\_\_ Date \_\_\_\_\_

This form should be returned to the Headteacher at the school by Friday 6th October 2023.

NOTE: if there are any parts of this form that you cannot answer, cannot sign or which you have questions about, please contact Mrs S Pittard, Headteacher's PA, who will be willing to advise you.