



20th October 2021

Dear Parent/Carer

RE: ELECTION OF PARENT GOVERNORS

The Local 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 parent governors, staff governors and appointed governors.

One vacancy has arisen for a parent governor on our governing body. The governing body is asking you to nominate someone with parental responsibility for a child at the school. If it receives more than one nomination, then a ballot will be held.

Before you decide to nominate someone, or indeed stand yourself, you may want to know a bit more about what is involved. Governors need not be experts in the field of education; a genuine interest in the school, in the welfare of our children and the time and willingness to get involved is paramount. However, at the moment the governing body would like to add governors, would you consider applying? Governors also need what is known as 'soft skills' – 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. All governors are expected to be able to read straightforward budget reports and data on school standards for which training is available.

Our governing body expects governors to:

- attend at least 3 termly meetings of the full governing body
- opportunities will be available as a governor to visit the school formally for monitoring purposes
- visit the school informally
- attend internal and external training courses

In return, our governing body commits to

- provide you with a structured induction
- provide access to quality training
- provide you with an experienced governor as mentor

If you are interested in becoming a parent governor, or if you would like to nominate another parent, please complete the attached form and return it to me at school **by 10th November 2021**. Each person nominated must be proposed and seconded by parents who have a child at the school. Anyone standing for election is invited to provide, with his/her nomination, a short personal statement covering a maximum of one third of a typed A4 page. The statement should include biographical information, your reasons for wanting to be a parent governor and the contribution you can make to the governing body.

www.cleevemeadow-tkat.org

Cleeve Meadow School,
Bexley Lane, Sidcup,
Kent, DA14 4JN

Tel: 020 8269 6523

Email: enquiries@cleevemeadow-tkat.org

Head of School: Ms J Morris
Executive Head Teacher: Mrs A O'Donnell
Company Registration Number: 6455757



If there are more nominations than vacancies, an election will be held and copies of the personal statements will be sent to all parents. Each parent will have one vote for each vacancy no matter how many children he or she has at the school.

If you would like to find out more about how you can contribute to governance at our school, please email me with your contact details and I will pass on your details to the chair who will then arrange a time for a conversation.

Yours sincerely

James Lillingston
Chair of Governors

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NOMINATION FORM for the ELECTION OF PARENT GOVERNORS

PLEASE RETURN THIS FORM TO:

Carol Thomas, CLERK TO THE GOVERNORS AT Cleeve Meadow School

BY

Nomination for Parent Governor at Cleeve Meadow School	
Full name of person being nominated	
Address	
Parent of (name(s) of child(ren))	
Signature of person nominated	Date
Name of proposer	
Address	
Parent of (name(s) of child(ren))	
Signature of proposer	Date
Name of seconder	
Address	
Parent of (name(s) of child(ren))	
Signature of seconder	Date

Please return this form to the school, along with a short personal statement covering a maximum of one third of a typed A4 page. The statement should include biographical information, your reasons for wanting to be a parent governor and the contribution you can make to the governing body.

See notes overleaf

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Please note:

- i) Further nomination forms can be obtained from the Clerk to the Governors. A parent may not propose or second more nominees than there are vacancies for parent governors.
- ii) The term “parent” includes guardians, foster parents, any person who has parental responsibility for a child and carers. Having care of a child or young person means that a person the child lives with and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.
- iii) Local Authority councillors and people who work for more than 500 hours at the school cannot be parent governors

People may not serve as governors if they:

- are under 18 at the time of their election or appointment (except as an Associate member)
- have a mental disorder and are liable to be detained under the Mental Health Act 1983;
- are bankrupt
- are subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429(2) of the Insolvency Act 1986;
- have been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on the grounds of misconduct or mismanagement, or under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 from being concerned in the management or control of anybody;
- are included in the list of teachers or workers prohibited or restricted from working with children or young persons;
- are disqualified from working with children;
- have been disqualified from being an independent school proprietor, teacher or employee by the Secretary of State;
- have in the previous 5 years (or since becoming a governor) been sentenced to 3 months or more in prison (whether this was suspended or not) without the option of a fine;
- have in the previous 20 years been sentenced to imprisonment for 2½ years or more;
- have at any time been sentenced to imprisonment for 5 years or more;
- have been fined for causing a nuisance or disturbance on school premises during the 5 years prior to, or since, appointment or election as a governor;
- refuse to an application being made to the Disclosure and Barring Service for a DBS certificate (previously CRB).

Criminal convictions prescribed by Schedule 5 of the 1999 Regulations as disqualifying a person from holding the office of governor include some convictions that would otherwise be regarded as spent under Rehabilitation of Offenders Act 1974. All convictions including spent convictions as required by the Rehabilitation of Offenders Act (Exemptions) Order 1975 must be disclosed to the appropriate person.

On appointment, information will be requested to allow a DBS certificate to be applied for. Photographic identity documents will also need to be provided to the school.

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