

10 January 2025

Dear parent/carer,

Election of Parent Governor

In common with other maintained schools in England, Downlands has a Governing Board responsible to the local community for running the school. The Instrument of Government for this school provides for the appointment of 5 Parent Governors who are elected by the parents of pupils registered at the school. The term of office is four years.

We now have a vacancy for one parent governor.

All parents or carers of registered pupils at the school at the time of the parent governor election are eligible to stand for election.

If you wish to stand for election, please complete the enclosed nomination and declaration forms ensuring that you obtain the signature of 2 parents/legal guardians of pupils attending the school who support your nomination. You must also include an election statement of no more than one side of A4 paper. Please return the completed documents via email to the Heads PA canscombe@downlands.org. If hard copies are required, these can be obtained by emailing the Heads PA.

Forms should be returned no later than **12.00 midday on Monday 27 January 2025**. I have enclosed an extract from the Regulations concerning the qualifications and disqualification connected with the office of governor. Please read them carefully.

If more than one nomination is received, I shall send all parents voting papers, which will include the candidates' election statements on or about the 3 February 2025. Completed voting papers must be returned to me in a sealed envelope marked "Ballot Paper" not later than **12.00 midday on Thursday 13 February 2025**. I will arrange for the votes to be counted at 12.30 p.m. on that day. Each candidate or his/her authorised representative may attend the count. I shall then arrange for all parents to be notified of the result.

The makeup of the Governing Board aims to allow all members to contribute relevant skills and experience and ensure that it is cohesive and dynamic and able to act decisively. This election is part of this process. To assist you in making your decision as to whether to stand for election as a Downlands Governor, details of the commitment, contribution, skills and experience required, and important additional information from our Chair of Governors is enclosed with this letter.

An introductory briefing for the parent elected will be held by the Chair and Vice-Chair of Governors the week beginning 24 February 2025 at school.

If you have any queries, I shall be pleased to hear from you.

Yours sincerely,



Mr M Wignall
Headteacher

DOWNLANDS COMMUNITY SCHOOL

NOMINATION FORM FOR PARENT GOVERNOR

(Mr/Mrs/Miss/Ms) _____ (Full name) of

(Full address) _____

(Telephone Number) (Home) _____ (Mobile) _____

(Email address) _____

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

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

Signature

Address

1. _____

(Name) _____

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

2. _____

(Name) _____

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

I provide an election statement on one side of A4. (Your statement should address the reasons why you wish to be a governor and the skills and experience you would bring to the Governing Board. Please attach your statement to this completed form.

I provide a signed copy of the declaration that I am not disqualified from serving as a school governor – see overleaf.

Signature of Candidate: _____ Date: _____

Please return completed nomination form addressed to the Headteacher's PA at the School to arrive not later than **12.00 midday on Monday 27 January 2025.**



Governor Election – Declaration Form

I declare that I am not disqualified from serving as a school governor and that:

- I am aged 18 or over at the date of this election or appointment;
- I am not a registered pupil at the same school;
- I do not already hold a governorship of the same school;
- I am not subject to a disqualification order under the Criminal Justice and Court Services Act 2000;
- I am not subject to a direction of the Secretary of State under Section 128 of the Education and Skills Act 2008;
- I am not the subject of a bankruptcy restrictions order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced;
- I am not 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, or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- I have not been removed from the office of charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or 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 of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people;
- I am not barred from any regulated activity relating to children;
- I am not disqualified from working with children or from registering for childminding or providing day care;
- I am not disqualified from being an independent school proprietor, teacher or employee by the Secretary of State;
- I have not been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor;
- I have not received a prison sentence of two years or more in the 20 years before becoming a governor;
- I have not at any time received a prison sentence of five years or more;
- I have not 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.

Name _____

Signature _____

Date _____

POLICE ACT 1997 (Part V) – CRIMINAL RECORDS CHECKS

During a period of office, a school governor will be asked to complete a Disclosure Application to enable a check to be carried out by the Disclosure and Barring Service (DBS). Failure to comply with this request or an unsatisfactory result from the check will mean the immediate termination of an appointment as a school governor.

ABSENCE FROM MEETINGS

A governor who, without the consent of the governing board has failed to attend full Governing Board meetings for a continuous period of six months (from the date of the first meeting missed), shall be disqualified. The person may not be nominated or appointed as a governor of the same category to that school for twelve months immediately following the disqualification.

Please return completed declaration form and nomination form addressed to the Headteacher's PA at the School to arrive not later than **12.00 midday on Monday 27 January 2025.**