



Tunstead Primary School
Market Street
Tunstead
Norfolk
NR12 8AH
01603 737395

Date Monday 22nd January 2024

Dear Parent or Guardian

Forthcoming Election of Parent Governor(s) at **Green Shoots** Federation

I am writing to inform you that we have **one** vacancy on our governing board for a parent governor and we are seeking nominations of parents interested in taking up this role.

The governing board with the headteacher has overall responsibility for the running of the federation. The three core functions for all boards are;

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

You do not need any specific qualifications to be a governor. The most important thing is that you are interested in the success of the federation and are prepared to play an active part in the work of the governing board. Parent governors are valued members of the team. An effective board has a range of skills and we would welcome nominations from parents with knowledge and experience of **Early Years education. However if you are a parent and interested in being a governor then please do apply.**

Training and support will be available to help you develop into the role. This will include in-house mentoring and access to external governor training.

Parent governors are elected by the parents or guardians of children attending the schools in the federation.

All parents or guardians of children attending one of the schools in the federation are entitled to propose themselves or vote should there be a vote required.

The completed nomination papers must be returned to the above school by:

Monday 5th February 2024.

You should be aware that successful candidates will be required to:





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- Undergo a disclosure and Barring Service (DBS) check and Section 128 check
- Sign a governors' Code of Conduct
- Provide details of relevant business and financial interests
- Agree to the publication of some details on the school website and on the [Get information about schools service](#)

If the number of nominations received are equal to, or less than, the number of vacancies there will be no need to hold a ballot.

If a ballot is necessary, you will be contacted again with details of how to vote and information about the candidates standing for election.

More information is given in the notes overleaf and you are advised to read them carefully before taking part in the election.

Thank you for your interest, and involvement in this important process. If you would like to know more about the role of a governor or regarding this election, please contact **the school office.**

Yours sincerely,

Rebecca Quinn

Headteacher



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Return your completed nomination form with;

- A signed copy of the disqualification declaration form to indicate eligibility to stand for election
- A signed copy of the governor details form
- A completed statement in support of your application (*in the event of a ballot, this statement will be shared with parents and carers eligible to vote*)

All completed and signed forms must be returned to the Headteacher by **Monday 5th February 2024.**

It should be returned in a sealed envelope marked confidential – Parent governor nomination



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Nomination Paper for Election of Parent Governors

Please provide a statement in support of your nomination (no longer than 200 words)

Name of Federation:	Green Shoots Federation
Candidate name:	
Candidate address:	
Candidate statement:	For example; What skills you have to offer? What interests you in the role? How plan to contribute to the work of the governing board? If seeking re-election how you have contributed to the work of the board?
Candidate Signature:	I confirm that I am a parent or carer of a child registered at a school in Green Shoots federation . I am not, <ul style="list-style-type: none"> • An elected member of the local authority • Paid to work in the school for more than 500 hours in any consecutive 12month period at the time of election
	Signature: _____ Date: _____

Please read the attached notes for parents before completing this form





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Notes for parents taking part in parent governor elections

There will be no need to hold an election (i.e. no ballot will be needed) if the number of nominations received are equal to, or less than, the number of vacancies.

The composition of the governing board detailing the number of parent governors is set out in the Instrument of Government of the federation.

After reconstitution a parent governor will have a term of office of four years unless the Instrument of Government states otherwise.

Under the 2012 School Governance Regulations, a person is disqualified from election or appointment as a **parent governor** of a school if they are an elected member of the LA (a County Councillor) or if they work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in a school year (at the time of election or appointment).

Any governor may resign at any time during their period of office.

A parent governor does not have to resign when his/her child leaves the school, but is able to complete his/her term of office.

Each parent/guardian shall be entitled to return one ballot paper irrespective of the number of children in the family attending one of the schools in the federation.

Each parent/guardian shall be entitled to vote for as many candidates as there are vacancies in the election. No arrangement shall be made for proxy voting.

Each ballot paper must be returned by the date and time fixed by the Headteacher, *in a sealed envelope, addressed to the Headteacher of the school, indicating it contains a ballot paper and bearing no other mark. Any ballot papers received that are not in sealed envelopes will be invalid. The ballot papers will remain unopened in a secure place until the count commences.*



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Disqualification Declaration Governors and Associate members

School Governance (Constitution) (England) Regulations 2012 – regulation 17, schedule 4 sets out the circumstances in which a person is qualified for or disqualified from holding or continuing in office as a governor.

*All disqualifications apply to associate members **except** that they can be registered pupils at the school and can be under the age of 18.*

Please read the following carefully and sign the form at the end if you comply with the following criteria:

General grounds

- Registered pupils cannot be governors (*but can be an associate member*).
- A governor must be aged 18 or over at the time of election or appointment (*but under 18s can be an associate member*).
- A governor cannot hold more than one governor post at the same school at the same time.
- A governor must not also be the clerk to the governing board at the same school at the same time.
- Any person who is disqualified from holding office as a governor of a school under this schedule is likely to be disqualified from holding office as an associate member, unless the disqualification is in relation to bullet points 1 and 2 above.

Grounds that apply to particular categories of governor

- A person is disqualified from being a **parent governor** if they are an elected member of the local authority
- A person is disqualified from being a **parent governor** if they are paid to work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in any consecutive twelve month period (at the time of election or appointment).
- A person is disqualified from being a **local authority governor** if they are eligible to be a staff governor at the school.
- A person is disqualified from being a **partnership governor** if they are:
 - a parent of a registered pupil at the school;
 - eligible to be a staff governor at the school;
 - an elected member of the local authority; or
 - employed by the local authority in connection with its education functions. (*this does not apply when the person is employed by the local authority to work wholly at a school maintained by the local authority*).
- A **staff governor** ceases to be eligible to hold this position when they leave the employment of the school.

Grounds that arise because of particular failings or actions on the part of the governor

- A person is disqualified from being a governor of a particular school if they have failed to attend the meetings of the governing board of that school for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing board. This does not apply to the head teacher or to foundation governors who are appointed by virtue of their office.



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- A foundation, local authority, co-opted or partnership governor at the school who is disqualified for failing to attend meetings is only disqualified from being a governor of any category at the school during the twelve month period starting on the date on which they were disqualified.

A person is disqualified from holding or continuing to hold office if that person:

- is 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
- is 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)
- has 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 board
- has been removed from office as an elected governor within the last five years.
- is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
- is barred from any regulated activity relating to children
- is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008
- is disqualified from working with children or from registering for child-minding or providing day care
- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- has 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
- has received a prison sentence of two 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 or educational premises during the five years prior to or since appointment or election as a governor
- refuses a request by the clerk to make an application to the Disclosure and Barring Service for a criminal records certificate.

Anyone proposed or serving as a governor who is disqualified for one of these reasons must notify the clerk to the governing board.

I declare that I have read and understood the above and I am not disqualified from serving as a school governor (or an Associate Member) in accordance with the above criteria

Name.....

Signature.....Date





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Publication of governors' details and the register of interests

The constitution of governing boards of maintained schools August 2017 (statutory guidance document) sets out what information governing boards should publish about their members. Governors hold an important public office and their identity should be known to their school and wider communities.

Governing boards are required to publish (on the school website) up to date details of its governance arrangements. This should include:

- The structure and remit of the governing board and its committees, and the full names of the chairs of each.
- For each governor –
 - their full name
 - date of appointment
 - the date they stepped down (where applicable)
 - their term of office;
 - their category of governor
 - who appointed them (eg which trust, diocese etc)
 - the names of any committees the governor serves on; and
 - details of any positions of responsibility such as chair or vice-chair of the governing board or a committee of the governing board.
 - relevant business and pecuniary interests (as recorded in the register of interests) including:
 - governance roles in other educational establishments
 - any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives.
 - their attendance record at governing board and committee meetings over the last academic year.

Governing boards should also publish this information for associate members, making clear whether they have voting rights on any of the committees they serve on.

Any governor failing to reveal information to enable the governing board to fulfil their responsibilities may be in breach of the code of conduct and as a result bring the governing board into disrepute. In such cases the governing board should consider suspending the governor.

Governing Boards are also required to provide certain details that they hold to the Secretary of State through the Get Information about a School (GIAS) system and to keep this system up do date. Section 538 of the Education Act 1996 does not require governors to supply information to the governing board. It is collected on a voluntary basis but the governing board is required to share the information that it holds.

I declare I have read the publication of governor’s details and register of interest requirements and should I be elected/appointed I agree to the publication on the school/federation website.

Name.....

Signature..... Date

