



# Parent Governor Recruitment



OFFICIAL

# What are we looking for?

Our Federation Governing Body is made up of Governors from all walks of life and many come to us through a variety of routes and with a range of different backgrounds, skills and experiences, but they are all volunteers who work together for the benefit of the Federation and are the link between the Schools' and the community they serve.

We are currently looking for new Governors and would be delighted to hear from anyone who has:

- an interest in the performance of the school
- a desire to contribute to and represent the community
- an open and enquiring mind
- the ability to look at issues objectively
- the confidence to ask questions and join in debate
- a willingness to listen and make informed judgements
- the ability to work well with others

If you match the above description, you may be the very person to become a Governor at our Federation. Everyone has something to offer and we want people from as many backgrounds and with as wide a range of interests as possible.

# What can we offer?

A chance to develop skills in strategic management

- The opportunity to work with our team of governors and staff in improving our Schools'
- A sense of achievement in making a difference to our Schools'
- The pleasure of helping students reach their potential

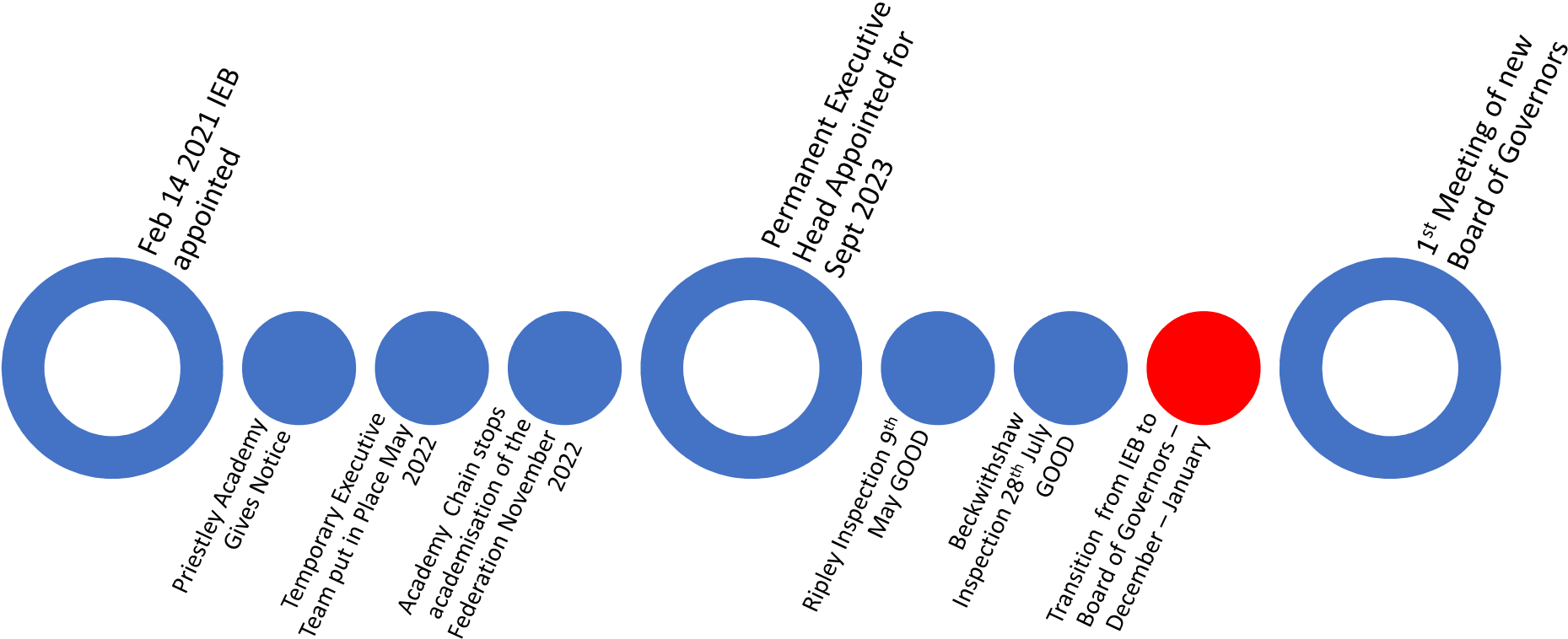
# What is the Governing Body's Role?

The Governing Body of our Federation plays a key role in:

- setting targets for raising standards of educational achievement
- monitoring progress towards meeting these targets
- supporting and challenging the performance of the headteacher
- deciding policy and future development plans
- check that the schools are compliant with statutory guidance such as safeguarding

As well as attending meetings governors are also asked to look at specific areas of the school's work in more detail. To help support governors, everyone has access to further training to help build on existing skills or to develop new ones. If you are interested, please contact one of our schools via the school administrator and a member of the governing body will contact you to discuss further.

# The Journey So Far



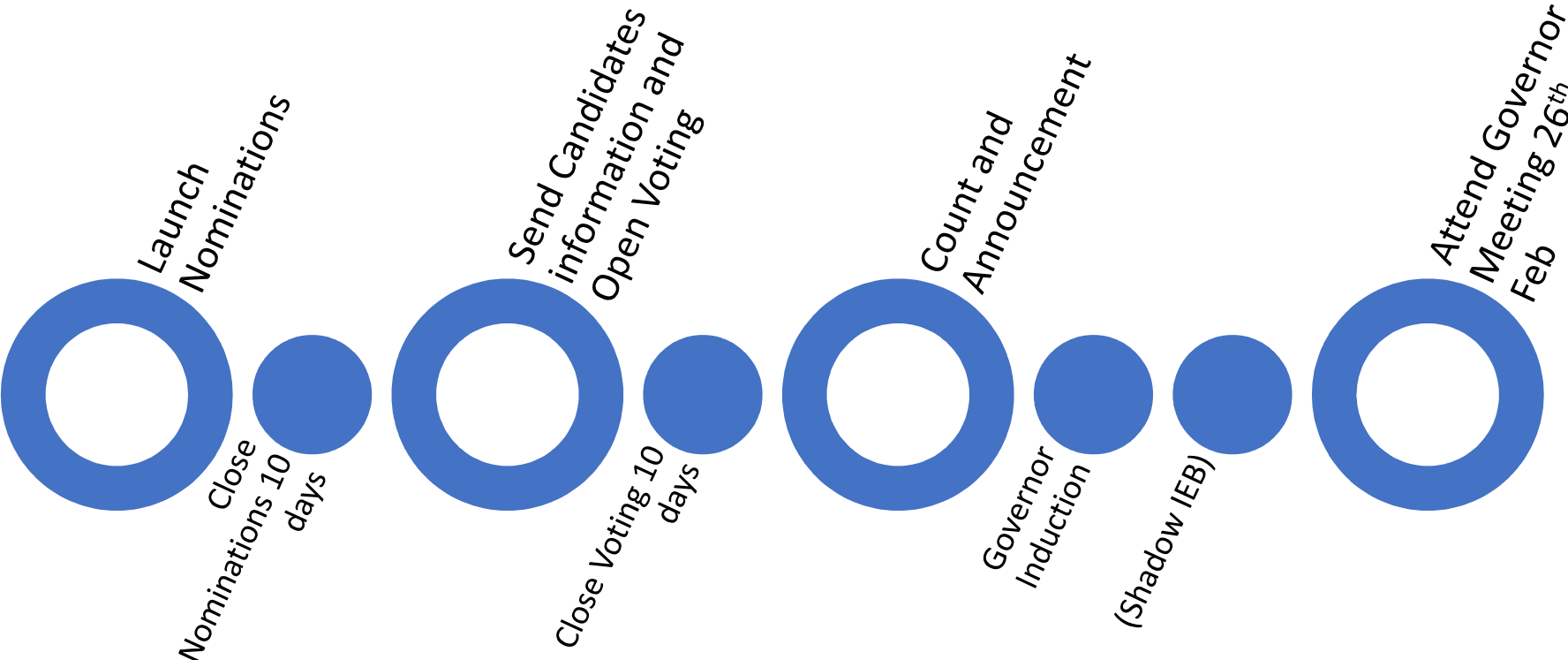
# Governor Responsibility

For reference, there are four key responsibilities of governors. The three below are outlined in the governor handbook as the statutory core functions. However, statutorily and rooted in the original Trust Deed of the school, there is a fourth core function of governance in a church school context.

1. Ensuring there is clarity of vision, ethos and strategic direction
2. Holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
3. Overseeing the financial performance of the organisation and making sure its money is well spent
4. *Preserving and enhancing the distinctive Christian foundation of the school.*

# Life as a Governor, a view from a parent

# Timeline





# Skills Required

- The areas
  - Strategic management/ business skills
  - Marketing and commerce
  - Local area and community knowledge
  - Educational knowledge and expertise
- Important that new members understand the commitment and time needed as well as the need to visit the schools.
- Statutory training needed, and that a DBS is required

# Eligibility (definition of parent)

- Parent governors are elected by other parents at the school. Any parent, or carer, of a registered pupil at the school on the date of the election is eligible to stand for election as a parent governor. Parent governors may continue to hold office until the end of their term of office even if their child leaves the school. *The date of the election is deemed to be the closing date for the receipt of nominations, or the date on which the governor position becomes vacant, if elections are being carried out in advance of a term of office ending.*
- Section 576 of the Education Act 1996 defines “parent” to include:
  - All natural parents, whether they are married or not; and
  - Any person who, although not a natural parent, has parental responsibility for a child or young person; and
  - Any person who, although not a natural parent, has care of a child or young person.
- *Note: Given the above, it is possible in some circumstances that a child may have more than two “parents” eligible to vote. Generally, parents include all those with day to day responsibility for a child.*

# Disqualification criteria

- The disqualification criteria are set out in Annex A of [The constitution of governing boards of maintained schools 2017](#) and these are replicated on the form Disqualification Declaration (model document D). A copy of this form should be provided with each nomination paper. Nominations will only be accepted if accompanied by a signed and dated Disqualification Declaration. The completed form of the successful candidate should be retained by the Clerk to Governors.
- All parents, or carers, of a registered pupil at the school at the time of election are eligible to stand for election as a parent governor. Parent governors may continue to hold office until the end of their term of office even if their child leaves the school. A person is disqualified from election or appointment as a parent governor of a school if they are an elected member of the local authority or, at the date of nomination, they are paid to work at the school for more than 500 hours in any twelve month period commencing 1 August and finishing on 31 July.

# Nomination Process

Candidates are asked to provide a statement that will be shared as part of the election process. It should be of sufficient length to set out:

- what skills and experience do you have to offer, and evidence of this;
- what interests you in the role;
- their commitment to undertake training to acquire or develop the skills to be an effective governor;
- how they plan to contribute to the future work of the governing board.
- How you plan to effectively represent all three schools

# The ballot

Each Staff/Parent/Carer should be sent:

- ✓ A ballot paper which lists the candidates (model document F)
- ✓ The statements of support of election provided by the candidate
- Allow 10 school working days between the ballot papers being sent out and the last date for their return. **The return date and time should be clearly stated on the ballot paper.**
- The election should be held by secret ballot. Ballot papers should not be signed or the voter identified in any way.
- It is for the school to decide if the election will be done as a paper-based exercise or by virtual voting.

# Election Process

- ❖ The double envelope system:
  - Send two envelopes with each ballot paper
  - The voter seals their completed ballot paper in the first envelope, which should remain unmarked.
  - The first envelope should be sealed inside the second envelope.
  - The second envelope should have their name and signature. It may also be helpful to you keep a track of voters if you also have the name and class of their child on this envelope.
  - Envelopes must remain unopened and kept secure until the agreed date and time of the count. The checking of names on the outer envelope to verify eligibility to vote may be carried out in advance.
  - The outer envelopes should be opened in the presence of the two witness and the inner envelopes, **still unopened**, placed in a box. The outer envelopes are then discarded and the sealed inner envelopes can be opened
  
- ❖ Electronic voting:
  - This is now considered acceptable practice, and it is for each school to decide which system to use.
  - You must ensure that a paper-based option is made available to those parents who do not have access to technology.
  - You must implement an appropriate checking system that ensures a parent cannot vote more than once
  - You must ensure confidentiality. The minimum number of people should be involved in the process

# **Voting**

- Each parent can vote once per vacancy, regardless of the number of children that they may have in school.
- Ensure ballot papers are issued to the parents of children who are absent from school at the time of the election.
- If a ballot paper has been returned and it is not possible to verify that it is from someone entitled to vote it should be considered void.
- Ballot papers must be kept unopened and secure until the pre-arranged time and date of the count.

## **Counting the ballot papers**

- The count should take place no more than 5 school days after the closing time and date for votes to be submitted.
- The head teacher and at least two others should be present at the count, one of which should be a governor or the clerk.
- Candidates are entitled to be present at the count and must be advised of the date, time and location.

# After the election

- The head teacher should inform all candidates who were not present at the count of the outcome as soon as possible.
- The head teacher should inform parents and governors of the result within 10 working days, and preferably sooner.



# Checks on governors

- All governors are subject to an enhanced Disclosure and Barring Service certificate check, and Section 128 check. Once the appointment is confirmed, the governing board must ensure that the process of the DBS check is started as soon as possible and within 21 days of the appointment.
- *If DBS checks have not been started within 21 days of appointment, the governor will need to be suspended until such time as checks have been completed.*

# Appointment date

- It may be possible for the election process to be initiated prior to the date of the vacancy to ensure that a parent governor position is not left vacant. In situations where the election process is being undertaken close to the end of the academic year but where the term of office of the new governor will not commence until September or later, it is the cohort of parents at the time of the appointment that are eligible to be involved in the election.
- Where a vacancy currently exists and the number of nominations is equal to or less than the number of places available, the nominees are appointed immediately, their start date being the closing date for nominations to be received.
- Where a vacancy currently exists and an election is required, the start date of the successful candidate is the day on which the counting of votes takes place.
- Where the election process is being conducted prior to the end of the current post-holder's term of office, the start date of the successful candidate will be the day after the end of the current post-holder's term of office comes to an end.
- Where there are insufficient nominations to fill the places available, the governing board is responsible for identify an appointing a governor to this role. (see paragraph 12 for more details) This appointment would be effective from the meeting at which the appointment was considered and approved.

# Term of office

- A parent governor, whether elected or appointed, has a term of office of 4 years, unless a shorter period of time is stipulated in the Instrument of Government for the school. They may resign at any time and can be removed from the board in certain circumstances (they become disqualified, non-attendance, conduct etc.)
- If, during their term of office, a parent governor's children leave the school they do not have to resign and can complete their term of office.

# Appointing a parent governor

- If no nominations are received for a parent governor, or the number of nominations received is less than the places to be filled, then the governing board have a responsibility to fill the outstanding vacancy.
- When making the appointment, the governing board must consider, in the following order of preference:
  - A parent of a registered pupil at the school
  - A parent of a form registered pupil at the school or
  - A parent of a child under or of compulsory school age
- Governing boards should appoint someone who has the required skills to contribute to effective governance and the success of the school.
  - This appointment should be communicated to parents as soon as possible.

Questions?