



Sir Jonathan North Community College

Our ref: AMe/sc

25 September 2013

Dear Parent

Re: Parent Governor Election at Sir Jonathan North Community College

I am writing to let you know that there are three vacancies for Parent Governors at our College and to invite parents who would like to take up this role to put their names forward.

The parents of registered pupils at the College elect Parent Governors.

Governing bodies are responsible for a wide range of matters including ensuring that pupils receive high quality education and planning for the future development and improvement of the College. Parent Governors play an important role as members of the Governing Body, including ensuring that the Governing Body is aware of the views of parents and the local community.

If you would like to stand for election or wish to nominate someone else, you should complete the attached form and return it to the school via your daughter. Completed nomination forms must be returned by the end of the school day on **Friday 4 October 2013**. If there are more nominations than vacant posts, a ballot will be held and one voting paper per parent will be sent to you via your child.

If you would like further information on your eligibility to serve as a Parent Governor or on the role of a Governor, please contact me.

Yours sincerely

Alison Merrills
Principal



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Principal - Alison Merrills B Ed (Hons) NPQH Vice Principals - Sarah Raynes B Ed (Hons) NPQH Siobhan Evans BA HED

ELECTION OF PARENT GOVERNORS

NOMINATION PROCEDURE - NOTES FOR PARENTS

Eligibility

1. You must be the parent of a registered pupil at the school
The definition of a parent includes any person having all the rights, duties, powers and responsibilities and authority which a parent of a child has by law and therefore may include not only a child's natural parents but also others such as step-parents, relatives or partners of either natural parents or foster parents.
2. You are **NOT** eligible to be a Parent Governor if:
 - you work at the school for more than 500 hours per year;
 - you are an Elected Member of Leicester City Council
 - You are disqualified by the Regulations - a summary of eligibility requirements is attached with this letter.

If you are in any doubt about your eligibility to be a Parent Governor, please contact the Principal.

3. Please note that for reasons of child protection, all governor appointments are subject to a declaration of eligibility and a vetting process.

How to Stand for Election

4. If you wish to stand for election, please complete the attached form and ask another parent of a registered pupil at the school to second your nomination. That person **cannot** be your spouse or partner.
5. It is recommended that all candidates supply a short personal statement (no more than 60 words) about themselves for circulation to voters, should a ballot be needed. Statements longer than 60 words, for the sake of fairness to all candidates, will have to be reduced.
No other information must be circulated to some or all of the parents at the school.
6. Completed nomination forms must be returned to the school by the end of the school day on **Friday 4 October 2013**. You may post your form to the school but it must be with the Principal by this date.

ELIGIBILITY CRITERIA TO SERVE AS A SCHOOL GOVERNOR

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 do not** already hold a governorship of the same school
- **I am not** detained under the Mental Health Act 1983
- **I am not** a bankrupt or subject to a disqualification order or undertaking under the Company Directors Disqualification Act 1986, an order made under part 3 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 a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any 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 any body
- **I am not** included in the list (List 99) of teachers and workers with children or young persons whose employment is prohibited or restricted
- **I am not** disqualified from being the proprietor of any independent school or for being a teacher or other employee in any school
- **I have not**, in the five years prior to becoming a governor, received a sentence of imprisonment, suspended or otherwise, for a period of not less than three months without the option of a fine
- **I have not**, in the twenty years prior to becoming a governor, been convicted as aforesaid of any offence and has had passed on me a sentence of imprisonment for a period of not less than two and a half years
- **I have not**, at any time, had passed on me a sentence of imprisonment for a period of not less than five years
- **I have not** been fined, in the five years prior to becoming a governor, for causing a nuisance or disturbance on education premises
- **I am not** subject to a disqualification order under the Criminal Justice and Court Services Act 2000.

(For further clarification or advice on eligibility, please contact the Principal)

NOMINATION FORM FOR THE ELECTION OF PARENT GOVERNORS

SIR JONATHAN NORTH COMMUNITY COLLEGE

TO BE COMPLETED BY THE CANDIDATE

Name:

(please print)

Address

.....

Telephone No.

Signature

Candidate's Personal Statement (no more than 60 words)