



St Catherine's Catholic Primary School

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16 May 2018

Dear Parent/Carers

GOVERNOR VACANCIES

St Catherine's currently has vacancies for 2 Parent Governors on our Governing Body.

Parent Governors can be a parent or carer of any child attending the school, and are elected by the other parents in the school to represent the views of all parents.

Terms of Appointment are 4 years. Governor meetings are held each half term but there is a requirement for Governors to participate in the life of the school and spend time working with the Headteacher and staff to support the pupil's learning. Attached is a Job Description which provides a list of key skills the school is looking for in potential School Governors.

If you are interested in standing for election as one of the parent governors of the school, please complete the enclosed nomination form, ensuring that you obtain the signature of 2 parents/legal guardians who support your nomination. You must also include a brief election statement with information about yourself and the skills you could bring to the role.

Forms should be returned to school no later than Thursday, 31 May 2018 and marked for the attention of Mrs Ward, Clerk to Governors. If 3 or more nominations are received, a ballot will be held and all parents will be sent voting papers, which will include the candidates' election statements.

I have enclosed an extract from the Regulations concerning the qualifications and disqualification connected with the office of governor, which you should read carefully. If you have any queries about them or about the procedure, I shall be pleased to answer them.

Yours sincerely

G Askham

Mrs G Askham
Headteacher

Worthing Deanery Schools



Journeying Together in Christ



Nomination Form for Parent Governor

Nomination Form for Parent Governors

School

(Mr/Mrs/Miss/Ms) _____ (full name) of
(full address)

(Telephone Number)

(Home) _____ (Work) _____

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

I wish to stand for election as a parent governor of the above school. The following two parents or legal guardians of children attending the school support my nomination:

Signature

Address

1. _____

(Name) _____

2. _____

(Name) _____

Brief election statement:

Signature of Candidate: _____

Date: _____

Please return completed nomination form to Mrs Ward,
Clerk to Governors via the school office to arrive no later
than Thursday, 31 May 2018

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 may 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 body has failed to attend full Governing Body 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.

School Governor: Qualifications and Disqualifications

Schedule 6 of the School Governance (Constitution) (England) Regulations 2007 detailing the qualifications and disqualifications in respect of school governors is set out below.

General

1. (1) A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when he is a registered pupil at the school.

(2) No person is qualified to be a governor unless he is aged 18 or over at the date of his election or appointment.

(3) Sub-paragraphs (1) and (2) do not apply to an associate member appointed under regulation 11.
2. No person may at any time hold the office of more than one governor of the same school.
3. Save as otherwise provided in these Regulations, the fact that a person is qualified to be elected or appointed as a governor of a particular category at a school does not disqualify him from election or appointment or from continuing as a governor of any other category at that school.

Mental disorder

4. A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when he is detained under the Mental Health Act 1983.

Failure to attend meetings

5. (1) This paragraph applies to any governor who is not a governor by virtue of his office.

(2) A governor, who, without the consent of the governing body, has failed to attend their meetings for a continuous period of six months beginning with the date of the first such meeting he failed to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school.

(3) A foundation governor (other than an ex-officio foundation governor), LEA governor, community governor, partnership governor or sponsor governor who has been disqualified as a governor of a school under sub-paragraph (2) is not qualified for election nomination or appointment as a governor of any category at that school during the twelve months immediately following his disqualification under sub-paragraph (2).

Bankruptcy

6. A person is disqualified from holding or continuing to hold office as a governor of a school if -
 - (a) his estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
 - (b) he is the subject of a bankruptcy restrictions order or an interim order.

Disqualification of company directors

7. A person is disqualified from holding, or from continuing to hold, office as a governor of a school at any time when he is subject to -

- (a) a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
- (b) a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
- (c) a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or
- (d) an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).

Disqualification of charity trustees

8. A person is disqualified from holding or from continuing to hold office as a governor of a school if -
- (a) he has been removed from the office of trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he is responsible or to which he was privy, or to which he contributed or which he facilitated by his conduct; or
 - (b) he has been removed, under section 34 of the Charities and Trustees Investment (Scotland) Act 2005 (*Powers of Court of Session*), from being concerned in the management or control of any body.

Persons whose employment is prohibited or restricted

9. A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when he is -
- (a) included in the list kept under section 1 of the Protection of Children Act 1999 (list of those considered by the Secretary of State as unsuitable to work with children);
 - (b) subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (or any other disqualification, prohibition or restriction which takes effect as contained in such a direction);
 - (c) disqualified from working with children under sections 28 and 29 or 29A of the Criminal Justice and Court Services Act 2000;
 - (d) disqualified from registration under Part 10A of the Children Act 1989 for child minding or providing day care; or
 - (e) disqualified from registration under Part 3 of the Childcare Act 2006.

Criminal convictions

10. (1) Subject to sub-paragraph (6) below, a person is disqualified from holding, or continuing to hold, office as a governor of a school where any of sub-paragraphs (2) to (4) or (6) below apply to him.
- (2) This sub-paragraph applies to a person if -
- (a) within the period of five years ending with the date immediately preceding the date on which his appointment or election as governor would otherwise have taken effect or, as the case may be, on which he would otherwise have become a governor by virtue of his office, or

(b) since his appointment or election as governor or, as the case may be, since he became a governor by virtue of his office,

he has been convicted, whether in the United Kingdom or elsewhere, of any offence and has had passed on him a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine.

(3) This sub-paragraph applies to a person if within the period of 20 years ending with the date immediately preceding the date on which his appointment or election as governor would otherwise have taken effect or, as the case may be, on which he would otherwise have become a governor by virtue of his office, he has been convicted as aforesaid of any offence and has had passed on him a sentence of imprisonment for a period of not less than two and a half years.

(4) This sub-paragraph applies to a person if he has at any time been convicted as aforesaid of any offence and he has had passed on him a sentence of imprisonment for a period of not less than five years.

(5) For the purposes of the sub-paragraphs (2) to (4) above, any conviction by or before a court outside the United Kingdom of an offence which, if the facts giving rise to the offence had taken place in any part of the United Kingdom, would not have constituted an offence under the law in force in that part of the United Kingdom must be disregarded.

(6) This sub-paragraph applies to a person if -

(a) within the period of five years ending with the date immediately preceding the date on which his appointment or election as governor would otherwise have taken effect or, as the case may be, on which he would otherwise have become a governor by virtue of his office, or

(b) since his appointment or election as governor or, as the case may be, since he became a governor by virtue of his office,

he has been convicted under section 547 of the Education Act 1996 or under section 85A of the Further and Higher Education Act 1992 (*nuisance and disturbance on educational premises*) of an offence and has been sentenced to a fine.

Refusal to make an application for a criminal records certificate

11. A person is disqualified from holding or continuing to hold office as a governor at any time when he refuses a request by the clerk to the governing body to make an application under section 113 of the Police Act 1997 for a criminal records certificate.

Notification to clerk

12. Where, by virtue of any paragraphs 6 to 10 -

(a) a person is disqualified from holding, or for continuing to hold, office as a governor of a school; and

(b) he is, or is proposed to become, a governor,

he shall give notice of that fact to the clerk to the governing body.