



Howard Primary School

Thursday 11th January 2024

Dear Parent,

RE: Invitation to stand for Parent Governor

The role of a school governor is extremely important and many essential decisions about this school are taken by our School Governing Body. School governors work together with the school leadership team to continually improve the education for every child at our school.

Our school governors have 3 core functions; they are:

1. Ensure the clarity of vision, ethos and strategic direction of our school
2. Hold the head teacher to account for the educational performance of our school and its pupils, and the performance management of staff; and
3. Oversee the financial performance of our school and make sure its money is well spent.

At present, we have the need for two parent governors on the School's Governing Board. If we receive more than two nominations, these vacancies will be filled by an election.

The Governing Board have identified that they are short of the following skills and experiences: communications and building and premises. They would be delighted if parents who have these skills and experiences stood for election. However, all eligible parents, regardless of skills and experiences, can stand for election.

Schools have governors from all walks of life, from different ethnic groups and all age groups over 18 years old. Very few people cannot be governors. On the declaration of eligibility form is a list of statements which if apply also would prevent someone from becoming a school governor. The appointment is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check. Therefore, if successful, you will be required to allow an application to the DBS for an enhanced DBS check.



Croydon Healthy Schools*



Head Teacher: Jackie De Saulles (B.Ed.)

Telephone: 020 8688 4216

Email: office@howard.croydon.sch.uk



Howard Primary School

If you would like to put yourself forward as a parent governor or if you would like to nominate someone else, please complete the relevant section on the nomination form attached. If you wish to nominate someone else you will first need to check that they have a child at this school and that they are willing to be a school governor.

Each person standing for election must prepare a short personal statement stating why they wish to stand for election. These statements will be circulated to parents with the ballot papers. Each person will also need to sign the declarations, as we are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

Nomination forms, personal statements and declarations must reach the school office by 9.30am on Friday 26th January 2024. Any nominations received after this date and time will not be considered. If more than one nomination is received, a ballot will be arranged where all parents can vote for their preferred candidate. If, having read the attached Good Governance Guide, you would like to apply and have any further questions related to being a parent governor, please speak to a member of the School Office team. One of the Governors will contact you to discuss the role further.

Yours sincerely,

Miss J De Saulles
Headteacher



Head Teacher: Jackie De Saulles (B.Ed.)
Telephone: 020 8688 4216
Email: office@howard.croydon.sch.uk

The nomination form, personal statement and the declaration of eligibility must be returned to the Head Teacher via the School Office by no later than 9.30am on Friday 26th January 2024. Any nominations/ applications received after this date and time will not be considered.

Parent Election Nomination Form

To nominate yourself please complete Part A.

To nominate someone else complete Part B yourself and ask them to complete Part C.

Part A

I wish to stand for election as Parent Governor. My child attends this school.

Signed: _____

Print Name: _____

Date: _____

Child's Name and class: _____

Part B

I wish to nominate for election as parent governor.

Signed: _____

Print Name: _____

Date: _____

Part C

I am prepared to stand for election as parent governor. I have a child at this school.

Signed: _____

Print Name: _____

Date: _____

Personal Statement Form

Why I would like to become a parent governor

Parent Governor Declaration of Eligibility

I declare that I am not disqualified from serving as a Parent Trustee / Local Parent Governor* and that:

- I am aged 18 or over and not a registered pupil at the school / trust.
- I am not the subject of a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief restriction order or an interim debt relief restriction order.
- I have not been declared bankrupt, and my estate has not been seized from my possession for the benefit of any creditors and the declaration or seizure has been discharged, annulled or reduced.
- I am not subject to a disqualification order or a disqualification undertaking under either the Company Directors Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002, or a disqualification order under the Companies (Northern Ireland) Order 2002.
- I am not subject to 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 trustee for a charity: by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity, for which I was responsible or to which I was privy, or to which my conduct contributed to or facilitated; or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned in the management or control of any body.
- I am not disqualified from acting as a Trustee and I have not been convicted of any offence which falls under section 178 of the Charities Act 2011, or any re-enactment or modification of that provision, or by any provision in the Companies Act 2006.
- I have not been found to be unsuitable by the Secretary of State under the provisions of the funding agreement.
- I have not been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 (and as amended) and excluding any offence for which the maximum sentence is a fine or a lesser sentence.
- I understand that I will be disqualified from holding or continuing to hold office if I do not make an application to the Disclosure and Barring Service for a criminal records certificate and if I do not provide to the Chair of the Board a criminal records certificate at an enhanced disclosure level.
- I understand that if in the opinion of either the Chair or the CEO / Head Teacher the certificate discloses any information which would confirm my unsuitability to work with children that I will be disqualified.
- I understand that I will cease to hold office if I become incapable by reason of illness or injury of managing or administering my own affairs.

Signed: _____

Print Name: _____ Date: _____

Good Governance Guide

How to be an Effective Parent Governor

Why have Parent Governors?

The current model of governance in schools is stakeholder model: people who are representative of all those groups which have a vested interest, or a stake, in the effective delivery of education and care in a school have a voice in how their schools operate. This includes the parents of children at the school.

Is my role different?

The role of the parent governor is the same as any other governor and this should always be the starting point. Parent governors are like all other governors charged with the responsibility under the Schools Standards and Framework Act of 1998 to:

‘Conduct the school with a view to promoting high standards of educational achievement’.

And like all other governors parent governors too have three strands to their role:

- Take a strategic view
- Act as a critical friend
- Ensure accountability

Representative not Delegate

What makes the reality of a parent governor a little different and sometimes can lead to parent governors questioning their role, is the extra dimension that having your own child attend that school, with all their experiences of being a child at the school brings. However, sometimes it can be difficult to separate any personal issues or experiences from those of being a governor. Parent governors should deal with personal issues in the same way as any other parent and not through their role as a governor.

Also, sometimes other parents do not understand that you are a delegate and not elected to represent them or their personal views. This may mean that whilst you may appreciate their views on an issue of strategic significance you have different views of your own.

Also, sometimes parents may feel that you should become involved in their own child's issues with a school or their complaint. In such cases you should always refer the parent to the Headteacher and maybe the school's complaints procedure.

As a parent governor you may find situations where you need to act as a governor first to remind yourself that you are a representative parent and not the parents delegate on the governing body.

It is not the role of the parent governor to hold surgery at the school gate to gauge the views of parents and carers on issues to be discussed at governing body meetings.

If the governing body agrees that it would like to views of a wider cross section of any stakeholder group it is for the whole governing body to decide how it wants to achieve this.

Are there things I cannot do?

As with all governors, parent governors should not be involved in hearing any cases or complaints where they have had any personal interests or involvement.

In these circumstances, the interest should be declared and the governor must withdraw from that part of the meeting. However, they are entitled to receive minutes of that part of the meeting, which in turn should be suitably and sensitively worded without referencing any individual by name.

Also, parent governors should not use the meetings as an opportunity to raise any personal issues or issues relating solely to their own child. If in doubt contact the chair of governors the LA team for advice.

Induction Training

It is vital and strongly recommended that all governors, including parent governors, attend induction training. This course provides an invaluable insight into the role and responsibilities of all governors, emphasising that above all else all governors share collective responsibility and that no governor or category of governor is any different to any other. If you are a new governor, talk to your Training Link Co-ordinator regarding booking onto a course.

Acting as a Critical Friend

Often parent governors that have lots of contact with the school (maybe as a volunteer for example) report that they find this aspect of their role difficult. However, there may be occasions when additional sensitivity and diplomacy may be needed. Parent governors must put personal interests aside and participate in governor meetings in the interests of the school and specifically the interest of the children and young people in the school.

Conclusion

We hope that you will enjoy being a parent governor and that this Guide will be useful to you.