

4th September, 2013

Dear Parent/Guardian of pupils at Sharples School,

**GOVERNING BODY OF SHARPLES SCHOOL**

**ELECTION OF PARENT GOVERNORS**

The school depends enormously on the support of its parents and some parents may be interested in expanding this supportive role. In view of this I am writing to advise you that there is a vacancy for a parent governor and we are seeking nominations for this appointment to start in the Autumn Term. The term of office for governors is four years.

The governing body has overall responsibility for the school and meets at least once a term with three or four sub-committee meetings each year, usually starting at 4.00 p.m. Governors also support the school by attending various functions such as presentation evenings. The role of governor is an interesting and rewarding one and each governor makes a valuable contribution to the life of the school.

Parent governors are elected by the parents of pupils at the school. If more than one nomination is received an election will take place within 28 days of the closing date for nominations. Parents can vote by post or, if they prefer, by returning ballot papers to the school. Candidates may also wish to hold meetings to address other parents. Whilst the meeting is not intended for voting purposes, parents may take the opportunity to return their completed ballot papers. (Ballot papers will not be issued at the meeting).

The election schedule is provided below:

|  |  |
| --- | --- |
| Wednesday 4th September 2013 | Invitations for nomination |
| Monday 16th September 2013 | Nominations to reach Clerk to the Governors by 9:00 a.m. |
| Wednesday 18th September 2013 | Ballot papers will be issued if more than one nomination is received. |
| Wednesday 25th September 2013 | Ballot papers to Clerk to the Governors by 9:00 a.m. |
| Friday 27th September 2013 | Announcement of ballot result on school web-site. |

If you are interested in becoming a governor you will need to note the following regulations:

1. The person nominated must be a parent or guardian of a pupil registered at the school;
2. The person nominated must sign the form to show that s/he is willing to be a governor;
3. Each person nominated must be proposed by a parent;
4. Each parent is entitled to vote and so may propose a nomination;
5. All nominations must reach Mrs. D. Makinson, Clerk to the Governors of Sharples School by 9:00 a.m. on Monday 16th September, 2013.

Under certain circumstances parents are disqualified from holding office as a governor (see pre-appointment declaration).

*To ensure from the outset that candidates are eligible to serve as a school governor all nominees will be asked to read and sign a Pre-Appointment Declaration Form. Before taking up office of governor the successful nominee will have to take into school evidence of identity. When this process has been completed, the Local Authority will confirm the appointment and may consult the Department for Education List 99 (persons who are considered unsuitable to work with children and young persons).*

I hope these understandable precautions do not deter any genuinely interested parent from coming forward. If you are interested in this role and would like some more information on the work involved in being a governor, for example, please do not hesitate to contact me at the school.

Yours faithfully,



MRS. D. MAKINSON

CLERK TO GOVERNORS

## **NOMINATION FORM FOR ELECTION OF PARENT GOVERNOR**

BLOCK CAPITALS PLEASE

### NOMINEE (the person who wishes to become a governor)

I am willing to serve as a Governor of Sharples School, Hill Cot Road, Bolton, if elected. My son/daughter is a pupil at the school. I understand that my nomination form should be accompanied by a declaration of eligibility form and I will be subject to identity checks by the school and local authority.

Name and address of nominee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child's Name and Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supporting Statement by nominee (optional)**

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***PROPOSER (this must be someone who also has a child at the school)***

I propose the person named above as a candidate for the election of Parent Governor for Sharples School. My son/daughter is a pupil at the school.

Name and address of proposer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child's Name and Form \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***To be returned to Mrs. D. Makinson, Clerk to the Governors,by 9.00 a.m.***

***on Monday 16th September, 2013.***

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For office use only

Date Nomination received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# THE SCHOOL GOVERNANCE (CONSTITUTION) REGULATIONS 2007 - SCHEDULE 6

THE EDUCATION (PUPIL REFERRAL UNITS) (MANAGEMENT COMMITTEES etc.) REGULATIONS 2007 – SCHEDULE 3

# **DECLARATION OF ELIGIBILITY – SHARPLES SCHOOL SCIENCE SPECIALIST COLLEGE**

**Name of Applicant: Mr/Mrs/Miss/Ms/Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Governor Position applied for (please circle as appropriate):**

**Parent Community Local Authority Staff (Teacher or Support )**

**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tel: (incl. STD code) (home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (work) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**e-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Governor qualifications and disqualifications (as at February, 2008)*

*– the School Governance (Constitution) Regulations 2007 - Schedule 6*

*- the Education (Pupil Referral Units)(Management Committees etc) Regulations 2000–Schedule 2*

**I declare that:**

* **I am** aged 18 or over at the date on this form;
* **I do not** already hold a governorship of the same school;
* **I am not** detained under the Mental Health Act 1983;
* **I am not** disqualified on grounds of non-attendance at governing body meetings;
* **I am not** subject to a Bankruptcy Restrictions Order or an interim order, **nor is** my estate subject to a sequestration order, **nor am I** subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, Part 2 of the Companies (Northern Ireland) Order 1989, the Company Directors Disqualification (Northern Ireland) Order 2002 or under section 429(2)(b) of the Insolvency Act 1986;
* **I have not** 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 **nor**, under section 34 of the Charities and Investment (Scotland) Act 2005, from being concerned in the management or control of any body;
* **I am not** included in the list kept under S.1 of the Protection of Children Act 1999 of persons considered as unsuitable to work with children and young people; **nor am I** subject to a direction under S.142 of the Education Act 2002; **nor** **am I** disqualified from working with children under S.28 and S.29 of the Criminal Justice and Court Services Act 2000; **nor am I** disqualified from registration for child minding or providing day care; **nor am I** disqualified from registration under Part 3 of the Childcare Act 2006;
* **I have not**, in the five years prior to or since becoming a governor, been convicted in the U.K. or elsewhere of an offence and received a sentence of imprisonment, suspended or not, for a period of three months or more without the option of a fine;
* **I have not**, in the twenty years prior to becoming a governor, been convicted in the U.K. or elsewhere of an offence and received a sentence of imprisonment for a period of two and a half years or more;
* **I have not**, at any time, prior to becoming a governor, been convicted in the U.K. or elsewhere of an offence and received a sentence of imprisonment for a period of five years or more;
* **I have not,** in the five years prior to or since becoming a governor, been convicted and fined for an offence of nuisance and disturbance on school premises.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Data Protection Act 1998**

The Information you supply will be held by the Governor Support Unit at Bolton Children’s Services Department in compliance with the Data Protection Act 1998. To help improve communications between itself, Governors and their schools, particularly electronic communications, there are occasions the Authority needs to share your contact details. The information would be shared for no other purpose than those relating to school governance.

**Complete this section only if necessary.**

I do **NOT** agree to my contact details being shared by the Authority for communications on matters relating to school governance.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_