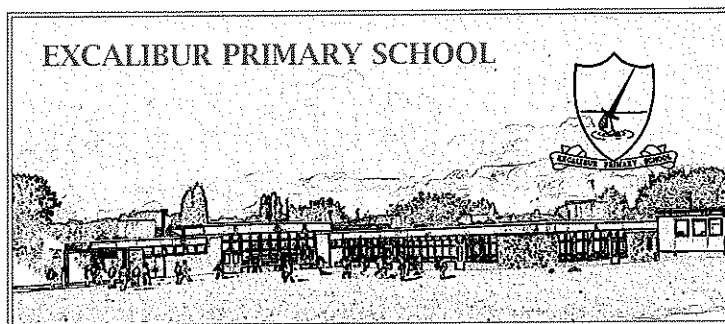


Ivy Lane,
Alsager,
Stoke-on-Trent
ST7 2RQ

Tel: 01270 685136
E-mail: admin@excalibur.cheshire.sch.uk

Headteacher: Lise Houldsworth



23rd May 2017

Dear Parents/Carers,

Parent Governor Vacancies

I am writing to advise you that there are vacancies for 2 parent governors on the school's Governing Body and to invite parents/carers who are interested in taking up this role to put their names forward, or to nominate another parent.

The definition of a parent in education legislation includes:

- natural parents whether they are married or not;
- 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.

Our parent governors are very valuable members of the governing body, we rely on them to help us to keep in touch with what parents are thinking. As a school governor you will hold office for a period of four years, even if your child leaves the school during this time.

The Governing body is responsible for both the conduct of the school and for promoting high standards. The governing body carries out its role by setting the vision for the school and ensuring that the school works efficiently and effectively towards achieving its vision. It does this by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school, and by ensuring accountability and compliance. Their duties include management of the school budget, school effectiveness, raising the standards of pupil achievement, planning the school's future direction and involvement in a variety of personnel and pupil issues. They are accountable for the performance of the school to parents and the wider community. The governing body of our school is made up of parent, staff, co-opted, local authority and foundation governors.

Before you nominate someone, or indeed stand yourself, you may want to know a bit more about what is involved. Governors need not be experts in the field of



head@excalibur.cheshire.sch.uk
admin@excalibur.cheshire.sch.uk

education. What they do need is an interest in the school and in the welfare of our children and the time and willingness to get involved. The skills that you have can be very useful to the governing body. Governors also need to have 'soft skills'; the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to question and to make connections between different types of information. All governors are expected to be able to read a straightforward budget report and data on school standards.

Our governing body expects governors to:

- attend one termly meeting of the full governing body
- sit on at least one committee and attend the meetings of that committee which are usually one a term
- visit the school for monitoring purposes at least three times a year
- commit to attend training courses and perform additional research as required.

This year, meetings have been held on a Wednesday at 5pm at school.

In return, our governing body commits to:

- provide you with a structured induction
- provide online access to training
- provide access to quality training through Cheshire East Council
- provide you with an experience governor as a mentor

In line with good practice, all school governors may be subject to a DBS. We would draw your attention to the reverse of the nomination form - Declaration of Eligibility which lists the criteria for qualifications and disqualifications.

All nominations should be sent into the school office by Monday 6th June by 1pm. Every nomination must be signed.

An election will be held if more than two nominations are received. If you wish you can include a few details about yourself and why you would like to become a governor (not exceeding 60 words). This will then be circulated to all parents to help them to decide who to vote for. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election.

We wish to encourage parents to become school Governors. The role does require commitment, but can be hugely rewarding in terms of supporting and shaping the strategic direction of our school. Please feel free to chat to me further if you would like to know more.

Yours sincerely,
Lise Houldsworth
Head Teacher

EXCALIBUR PRIMARY SCHOOL

PARENT GOVERNOR ELECTIONS - NOTICE OF ELECTION AND NOMINATION PAPER

NUMBER OF PARENT GOVERNOR VACANCIES 2

Nominations are invited on the attached form no later than 6th June 2017 at 1 p.m. for the election of a parent governor to the Governing Body for a four year period.

All parents of registered pupils at Excalibur School are eligible to stand for the position of parent governor, unless they are an Elected Member of Cheshire East Council or are in paid employment at the school for more than 500 hours a year at the time of the election, or are generally ineligible to become a school governor, a listing is attached.

Each nomination must be supported by a nominator, who may be the husband or wife of the candidate.

A parent may not nominate more than 1 candidate in any one election, and a separate nomination paper must be used for each nomination. Additional copies of the nomination paper can be obtained from the school, if required.

If there are more than two nominations, an election will be held. Candidates may, therefore, wish to provide a statement of not more than 60 words which will be sent to parents with the ballot papers.

Election Timetable

Nominations close	6 th June 2017 at 1 p.m.
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If no ballot is required then

- result will be available	6 th June 2017
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If a ballot is required then

- ballot papers will be issued	13 th June 2017
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- ballot papers must be returned by	20 th June 2017
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- count	20 th June 2017
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- result available	20 th June 2017
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EXCALIBUR PRIMARY SCHOOL

Appointment of School Governors –
Nomination and Declaration of Eligibility

1 Candidate

Title	Surname
First Names	
E mail	
Child(rens) Name(s)

2 Nominator

Name
Child(rens) Name(s)

Signature

3 Agreement to Nomination

I agree to stand as a candidate in the above parent governor election.

Signature

Date

4 Election Statement

You may wish to attach, **in not more than 60 words**, a statement in support of your nomination. This will be sent to parents with the ballot paper.

--

This form must be returned to the School Office no later than 1pm on 6th June 2017.

Please mark the envelope "NOMINATION PAPER - PARENT GOVERNING ELECTIONS".

Declaration of Eligibility

I declare that I am not disqualified from serving as a school governor. In summary someone is disqualified from becoming or continuing to be a school governor if he/she:

- is a registered pupil at the school;
- is under 18 at the date of election or appointment;
- is detained under the Mental Health Act 1983(a);
- without the consent of the governing body, fails to attend their meetings for a continuous period of six months beginning with the date of the first such meeting;
- has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced;
- is the subject of a bankruptcy restrictions order or an interim order;
- is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986 or under Part 2 of the Companies (Northern Ireland) Order 1989(c), or a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002(d); or (d) an order made under section 429(2)(b) of the Insolvency Act 1986(e) (failure to pay under county court administration order).
- 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 was 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 Trustee Investment (Scotland) Act 2005(a) (Powers of Court of Session), from being concerned in the management or control of any body.
- is disqualified from working with children;
- within the previous **five years** has been convicted of any offence and has had passed a sentence of imprisonment (whether suspended or not) for a period of not less than **three months** without the option of a fine.
- within the previous **twenty years** has been convicted 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**.
- **at any time** been convicted of any offence and he has had passed on him a sentence of imprisonment for a period of not less than **five years**.
- within the previous five years has been convicted under section 547 of EA 1996(a) (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992(b) (Nuisance or disturbance on educational premises) of an offence and has been sentenced to a fine.
- refuses a request by the clerk to the governing body to make an application under section 113A of the Police Act 1997 for a criminal records certificate.

I am not disqualified from serving as a school governor and agree that the information I give on this form can be recorded and used by the Governor Development Team. I give permission for an application to be made to the Criminal Records Bureau for a criminal records certificate. If I become disqualified I will notify the Clerk to the Governing Body.

Signature

Date

Become a School Governor at this School

The Governing Body of Excalibur Primary School

Parent Governor Information Sheet

BACKGROUND

School governors represent the largest volunteer force in the country with approximately 1% of the adult population serving in this capacity at any one time. The governing body of Excalibur Primary School has 13 governor positions of which 4 are for parent governors. Parent governors are elected by their fellow parents and are vital to a governing body because they ensure that the other governors are kept in touch with the concerns and issues of most importance to our parents.

CHARACTERISTICS AND ROLE OF SCHOOL GOVERNORS

Governors are people who wish to make a positive contribution to the school and the education of its children. They will contribute to the effective day-to-day running of the school and have an effective input toward the educational achievements of its pupils.

A governing body's overriding responsibility is to work in partnership with the head teacher to promote continuous improvement in the performance of the school. This involves the establishment of a development plan, the setting of challenging but achievable targets and the interpretation of information to assess progress and determine appropriate action. Typically, a governor's duties will average at around 6 hours of spare time each month.

Aligned to its improvement role, the governing body is there to be a 'critical friend' who can provide the right balance between supporting and challenging the performance of both the head teacher and the school.

TRAINING AND SUPPORT

Cheshire East Council values the voluntary contribution of its governors and in return aims to provide a high-quality training and support service. Governors are able to access this support in a variety of ways including training courses and a designated helpline. A regular newsletter is sent to all school governors in the Cheshire East area to keep them informed of developments in education policy and current best practices.

BECOMING A PARENT GOVERNOR

Being a parent governor can be stimulating, enjoyable and rewarding. If you have the enthusiasm and desire to become closely involved in the running of the school then please consider putting yourself forward for vacancies that arise. Parent Governors are an important component in achieving an effective and well-balanced governing body.

**Contact Vicky Alsop, Chair of
Governors by writing directly to her at
the school address.**