

17 May 2024

### **Election of a Parent Governor for our School**

There is a vacancy for a Parent Governor on our school's Local Governing Body. You can nominate yourself for this.

School governors are a vital part of our school and this is your opportunity to join the governing body and be able to support the school to provide the best possible education for its pupils.

The following pages explain what being a governor involves, but if you would like further information about being a governor, please contact the Clerk to Governors, Kate Boulter on [kboulter@mlp.org.uk](mailto:kboulter@mlp.org.uk)

If you would like to nominate yourself, please email the nomination form at the bottom of this letter to Kate Boulter by **Friday 7 June 12 noon**.

If there is more than one nomination, an election will take place.

Yours faithfully,

**Rose Taunt**  
**Head of School**

## What does the Local Governing Body do?

The Local Governing Body (LGB):

- sets the school's direction, objectives, targets and policies;
- reviews progress against plans and targets;
- acts as a critical friend to the head of school by providing support and challenge.

The LGB has a *strategic role* as opposed to operational role. This helps the LGB focus on their key roles of setting strategic direction, ensuring accountability, and monitoring and evaluation to promote school improvement and raise standards and achievement.

## Who are the governors?

The LGB is made up of governors who represent the community served by the school, including the families who use it, and the wider public who pay for it and whose quality of life is affected by it. To achieve the right balance on the LGB, there are different categories of governors representing different groups of the school's community (also known as 'stakeholders') and each category is either appointed or elected onto the LGB.

The categories of governor are:

- Co-opted Governors
- Parent Governors
- Staff Governors

## What does being a governor actually involve?

### Time

Prospective governors must be able to take time to attend meetings and read necessary papers beforehand. There are normally four LGB meetings a year, three of which take place in the evening and one held in the daytime. Governors are also expected to visit the school at some point during the school day, approximately once per term. Altogether, you can expect to spend between three and five hours per month on governance, although this will vary.

### Training

Free training and development opportunities are offered to support school governors in their role, and there is some compulsory training which all governors must do. Some training can be completed online at a time to suit you.

### Visiting School

Governors will need to see the school in action and therefore scheduled visits are made by prior arrangement with the school. Governors do not make unannounced visits.

### Am I eligible to stand as a governor?

All governors are required to have a DBS check. The application form (below) explains more about eligibility to become a governor.

### Do I need any particular qualifications or skills?



No special qualifications are required, although enthusiasm, commitment and an interest in education are helpful qualities to bring to a governor post. It also helps to be a good listener, taking time to understand the views of different people.

**I would like to be considered, what do I do next?**

Please complete the application form below, and return it to Kate Boulter, Clerk to Governors, on [kboulter@mlp.org.uk](mailto:kboulter@mlp.org.uk)

**Where can I get further information about school governors before I decide whether to apply?**

Contact Kate Boulter, Clerk to Governors, on [kboulter@mlp.org.uk](mailto:kboulter@mlp.org.uk)



# Application Form – Governance

<b>Role applied for:</b>	<input checked="" type="checkbox"/> Please tick as appropriate	<b>School:</b>
	<input type="checkbox"/> Member	<input type="checkbox"/> Barnhill
	<input type="checkbox"/> Trustee	<input type="checkbox"/> Belmore
	<input type="checkbox"/> Co-opted governor	<input type="checkbox"/> William Byrd
	<input type="checkbox"/> Parent governor	
	<input type="checkbox"/> Staff governor	

## Section 1 – Personal Details

Surname \_\_\_\_\_ Title \_\_\_\_\_

Forename(s) \_\_\_\_\_

Home Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone Numbers

<i>Home</i>																				
<i>Mobile</i>																				
<i>Email Address</i>	_____																			
<i>Date of Birth</i>	_____																			
<i>Nationality</i>	_____																			
<i>Any Previous names</i>	_____																			

## Section 2 – Relevant Information

Please indicate 'x' for all statements that apply to you:

<input type="checkbox"/>	I am the parent of a child at Barnhill/Belmore/William Byrd - <b>please state which school:</b>	<input type="text"/>
<input type="checkbox"/>	I live in the London Borough of Hillingdon.	
<input type="checkbox"/>	I am an elected member of the Local Authority in the London Borough of Hillingdon.	
<input type="checkbox"/>	I work for the Local Authority in the London Borough of Hillingdon.	
<input type="checkbox"/>	I am paid to work in a school in the London Borough of Hillingdon.	
<input type="checkbox"/>	I have been a school governor/trustee/director/member before.	
<input type="checkbox"/>	I have been a governor/director/member before, but not in a school.	



## Section 3 – Experience, Skills & Personal Statement

Please indicate with an 'x' any areas you have sound experience or skills:

Marketing/PR	<input type="checkbox"/>	Customer Service	<input type="checkbox"/>	Organisational Skills	<input type="checkbox"/>
Health and Safety	<input type="checkbox"/>	Information Technology	<input type="checkbox"/>	Decision Making	<input type="checkbox"/>
Finance/Accountancy	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Problem Solving	<input type="checkbox"/>
Human Resources	<input type="checkbox"/>	Strategic Planning	<input type="checkbox"/>	Team Working	<input type="checkbox"/>
Law	<input type="checkbox"/>	Education	<input type="checkbox"/>	Estates/Facilities	<input type="checkbox"/>

Please provide a short personal statement giving the reasons why you wish to become a trust governor/trustee/member and at which school if applicable.

Please outline the skills and qualities that you could bring to our Trust.



## Section 4 – Declaration

### Data protection

The information that you provide on this form will be used by the Middlesex Learning Partnership (the data controller). Your data will be used in accordance with the principles set out in the Data Protection Act 1998, which protects the right to privacy of individuals whose personal details are held by the data controller. If successfully appointed, we may share your details with the London Borough of Hillingdon regarding training opportunities and for providing details about our governing body.

### Eligibility to serve as a trust governor/director/member

This position may give you privileged access to children and it will be necessary for you to undergo Disclosure and Barring Service Screening (DBS check).

**You must confirm** that you are not disqualified from serving as a trust governor/director/member. A summary of all the disqualification criteria can be found below. It is an offence to serve as a school governor/director/member whilst disqualified.

Schedule 6 of the Constitution Regulations covers the qualifications and disqualification for governorship. A person is disqualified from holding or from continuing to hold office as a governor/director/member if he or she:

- Is detained under the Mental Health Act 1983 during their period of office;
- Fails to attend the governing body meetings – without the consent of the governing body – for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex-officio governors);
- is subject to a bankruptcy restriction order or an interim order;
- has had their estate sequestrated and the sequestration order has not been discharged, annulled or reduced;
- is subject to:
  - a disqualification order or disqualification undertaking under the Company Directors 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
  - an order made under section 492(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- has been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of anybody;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children;
- is disqualified from working with children or subject to a direction under section 142 of the Education Act 2002;
- is disqualified from registration for childminding or providing day care;
- Is disqualified from registration under Part 3 of the Childcare Act 2006;
- has received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a governor/director/member or since becoming a governor/director/member has received a prison sentence of 2.5 years or more in the 20 years before becoming a governor/director/member;



- has at any time received a prison sentence of five years or more;
- has 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/director/member;
- refuses to allow an application to the Disclosure and Barring Service for a criminal records certificate.

**PLEASE COMPLETE THE DECLARATION BELOW:**

<b><i>Please delete as appropriate:</i></b>	<b><i>DECLARATION</i></b>
YES / NO	<i>I confirm that I am over 18 as at the date of my signature below.</i>
YES / NO	<i>I confirm that the information on this form is correct and complete to the best of my knowledge and belief.</i>
YES / NO	<i>I confirm that I am not disqualified from serving because of any of the criteria listed above, and I will notify the Trust Clerk immediately should I become disqualified.</i>
YES / NO	<i>I agree that, if appointed, an Enhanced DBS check will be carried out (this is a requirement for all members/trustees/governors).</i>
YES / NO	<i>I am willing and able to spare the time to volunteer as a member/trustee/governor (please contact <a href="mailto:kboulter@mlp.org.uk">kboulter@mlp.org.uk</a> if you have any questions about the role).</i>
YES / NO	<i>I agree that the information given on this form is being recorded and used by the Middlesex Learning Partnership in accordance with the Data Protection Act.</i>
YES / NO	<i>If there are more nominations than vacancies and an election is needed, I agree that information from Section 3 of this form may be distributed to parents as my election statement (no personal details other than your name will be shared).</i>

**Signed:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

Thank you for completing this application.

Please return this form to the Trust Clerk, Kate Boulter [kboulter@mlp.org.uk](mailto:kboulter@mlp.org.uk)

