



Dear Parent or Carer

23<sup>rd</sup> November 2018

## PARENT GOVERNOR ELECTION

There is a vacancy for a **Parent Governor** on our school's governing body and I am writing to invite nominations to fill this vacancy. Please think about becoming a Governor, or encouraging others to volunteer.

**Parent Governors are welcomed as valued members of the Governor team** and play an important role; the governing body works together as a group, meeting at least once every half term. Together they are responsible for the strategic direction of the school, promoting high standards of educational achievement and ensuring our resources are used to maximum impact. Life as a Governor is interesting and varied and we feel sure that there are parents prepared to take on this important role and give their time and commitment to helping us to continue to improve the school's performance.

**In looking to fill this vacancy the Governors of the school have identified the following skills, experience and attributes that they feel would help strengthen the governing body:**

Understanding and experience of Strategic planning  
Communication skills  
Ability to question and challenge

**Training and support will be available** to help you develop into the role. This will include in-house mentoring and support as well as access to external Governor training, those new to being a Governor are expected to attend induction training.

The term of office for Parent Governors is 4 years.

**For further information about the role please get in touch with** Joanne Smith, Director of Resources, at the school who will be happy to help.

If you would like to stand for election **please complete and sign the enclosed nomination form and return to Joanne Smith in the school office no later than 12 noon on Friday 7<sup>th</sup> December.**

If you wish you can **include a few details about yourself** and why you would like to become a Governor (not exceeding 100 words). This will then be circulated to all parents to help them decide who to vote for if an election is required. 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.

An election, by secret ballot, will be held if more nominations are received than the number of vacancies. If an election is needed details of the procedure will be sent to all parents.

**Nominations must be from parents or carers with children at the school on the day that nominations close.**

The enclosed sheet summarises the disqualification criteria to serve as a Governor. Anyone standing for election must certify that he/she is not disqualified for any reason.



# SYDENHAM SCHOOL

Specialist Science and Mathematics School



High  
Performance  
Learning

Headteacher: Gloria Lowe, MA, NPQH  
Dartmouth Road, London SE26 4RD  
Tel: 020 8699 6731

Website: [www.sydenham.lewisham.sch.uk](http://www.sydenham.lewisham.sch.uk)  
E-mail: [info@sydenham.lewisham.sch.uk](mailto:info@sydenham.lewisham.sch.uk)

Parents/carers who have paid employment in the school for 500 hours per academic year or more or who are elected members of the Local Authority are not eligible to stand in these elections.

Yours sincerely

Gloria Lowe  
Headteacher

Attached

- 1. ROLE OF THE PARENT GOVERNOR LEAFLET**
- 2. DISQUALIFICATION CRITERIA**
- 3. NOMINATION FORM**



## THE ROLE OF PARENT GOVERNORS

Parent Governors are elected by the parent body to represent them on the Governing Body. They share the views and where, appropriate, the concerns of parents with the Governing Body and act as a conduit between parents and the Governing Body.

Parent Governors are not delegates and are not obliged to get voting instructions on matters to be decided, nor to vote in accordance with the parent body's views.

It is important that Parent Governors can give a fair and accurate representation of parental opinion on matters of importance. They vote, however, according to their own conscience and with the well being of the school foremost in mind.

In all other respects, Parent Governors have the same role as every other Governor, i.e. together with other members of the governing body, they

- are responsible for the strategic management of the school
- oversee the school's aims, values and ethos
- promote high standards of educational attainment
- set targets for pupil achievement
- ensure compliance with the national curriculum
- take general responsibility for the conduct of the school
- manage the school's budget, including deciding how many staff will work there and their pay
- participate in the appointment of the leadership group
- regulate school conduct and discipline.

Like other Governors, Parent Governors do not have the power to take action on behalf of the Governing Body unless they have been asked to do so by the governing body.

Most Governing Bodies keep confidential items to a minimum. However, all Governors need to bear in mind that indiscreet talk about what has been said at a Governing Body meeting can cause problems, and care needs to be taken when reporting back to the parent body on the outcome of meetings.

In general, just like all Governors, Parent Governors should make sure that they never discuss individual children or adults outside the Governing Body if they have gained information about them as a result of being a Governor.

Parent Governors should be accessible to other parents and Sydenham School has a range of Parents Forums to facilitate this. Care must, however, be taken if they are approached by another parent with a complaint about the school, in which case the parent concerned should be referred to the school's Complaints Policy.



## Disqualification Criteria

A person is disqualified from holding or from continuing to hold office as a Governor or Associate Member if he or she:

- 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, an interim bankruptcy restriction order, a debt relief order or an interim debt relief order;
- has had his or her 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 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
  - an order made under Section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a 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 any body;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children;



## NOMINATION FORM

23<sup>RD</sup> November 2018

### Election for a Parent Governor at Sydenham School

Full name:

Children in year(s):

Pen Portrait (maximum 100 words) \*

I wish to serve as a Parent Governor and to be a candidate if an election is necessary. I have read the rules regarding the eligibility to become a Governor which I received with the nomination form and I confirm that I am eligible to serve as a School Governor.

Signed:

Date:

Please return this form to Joanne Smith, Sydenham School no later than 12 noon on Friday 7<sup>th</sup> December.

\* If you wish you can include a few details about yourself and why you would like to become a Governor (not exceeding 100 words). This will then be circulated to all parents to help them decide who to vote for if an election is required. 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.