



Stephenson Memorial Primary School
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Mrs K.Lilico, Acting Executive Headteacher

12th October 2020

Dear Parents

PARENT GOVERNOR ELECTIONS

Would you like to be nominated as a Parent Governor at Stephenson Memorial Primary School?

We currently have two vacancies for Parent Governors. Being a Parent Governor can give you an opportunity to contribute to the education of all children at Stephenson and training and support is provided by the school and the Local Authority. Our Governing body is made up of people from a variety of different backgrounds. Some are nominated by the Local Authority, by the staff, the North Tyneside Learning Trust and parents.

Our Governing body also contributes in ensuring high standards of achievement for all of our pupils by setting the school's vision, ethos and strategic direction; holding me as Headteacher to account for the educational performance of the school and its pupils; and overseeing the financial performance of the school and making sure its money is well spent.

All parents (including carers) of registered pupils at the school are eligible to stand for election and should there be more nominations than vacancies to fill, then a secret ballot will take place. Parents who wish to be nominated should complete the application form at the end of this document (Paper copies are available on request from the school office). Please read it carefully and once completed return it to school no later than Friday 23rd October 2020.

To help you decide whether you would like to put yourself forward for the position we have produced an information sheet on the role and responsibilities of Governors including the time commitment that is required and the skills and expertise we would find useful on our Governing body. In addition, if you would like to have a chat about the role you are welcome to contact the Chair of Governors or myself by calling the school office on the number detailed above.

Yours faithfully

Kerry Lilico
Headteacher

STEPHENSON MEMORIAL PRIMARY SCHOOL INFORMATION FOR PROSPECTIVE GOVERNORS

What is the role of a Governor?

To contribute to the work of the Governing body in ensuring high standards of achievement for all pupils in the school. This is done by:

- setting the school's vision, ethos and strategic direction;
- holding the Headteacher to account for the educational performance of the school, its pupils and staff; and
- overseeing the financial performance of the school and making sure its money is well spent.

Governor activities

As part of the Governing body a Governor should:

- Attend and participate in Governing body and Committee meetings.
- When required, serve on Panels of Governors to:
 - appoint the Headteacher and other senior leaders;
 - appraise the Headteacher;
 - hear the second stage of staff grievances and disciplinary matters;
 - hear appeals.
- Be encouraged to attend induction training and other relevant training as appropriate.
- Be encouraged to get to know the school, including by visiting occasionally during school hours and gain a good understanding of the school's strengths and weaknesses.
- Work within the agreed Code of Conduct.
- Work as a member of a team.
- Respect all Governing body decisions and support them in public.
- Maintain confidentiality as required.
- Speak, act and vote in the best interests of the school.

The skills and expertise the Governing body is looking for

Parent Governors are elected by parents of registered pupils at the school. Parents are asked to put their own names forward to be a Parent Governor or support the nomination of someone else. If there are two or more nominations for each position an election by secret ballot is held, when all the parents of pupils at the school have the opportunity to vote.

Whilst there are no statutory skills prospective Parent Governors should have we particularly welcome nominations from parents with:

- An interest or background in education
- Premises and Facilities management
- Financial planning/management
- Law
- SEND
- Appropriate availability
- Good communication/interpersonal skills
- An ability to work as part of a team
- An undertaking to participate in Governor training
- A desire to support the school

Pre-appointment checks

You should be aware that confirmation of appointment as a Governor is subject to satisfactory pre appointment checks including a DBS check. If you require further information regarding this, please contact the Clerk to the Governing body on Tel: 07830 203554.

How does the Governing body carry out its work?

Even though Governors have overall responsibility for the school they cannot possibly be expected to carry out all this themselves. It continues to be the job of the Headteacher and the staff to carry out the day to day running of the school. The Governing body sets the policies it wants the school to follow and checks that this is done. There are a number of Committees on which both Governors and staff serve and where the work of both groups can be brought together. Governors may choose which committees to join.

What is the time commitment?

- Parent Governors are elected for a period of four years. If their child leaves the school during that time they are still able to serve out their term of office.
- There are six Governing body meetings held each year, two each term. The meetings start at 4.00 p.m. and usually last for around 2 hours.
- Governors are also expected to sit on a committee.
- You will be expected to have read all of the papers before each meeting.
- There may be periods when the time commitment increases, for example when recruiting a Headteacher.

STEPHENSON MEMORIAL PRIMARY SCHOOL PARENT GOVERNOR APPLICATION FORM

Please complete all sections of this form

Name:

Title:

Address: _____

Postcode: _____

Tel No. (Home) _____

Email: _____

Tel No. (Work)

Occupation:

Please tell us a bit about yourself and why you would like to be a School Governor. Please also use this section to outline how you match the skills and expertise our Governing body is particularly looking for in relation to finance, property and estate-management, SEND and law. *(Please note the information in this section may be shared with the parents of children at this school in the event a secret ballot is required)*

Please give details of two nominees who will support your application (*the nominees should be parents of children at Stephenson Memorial Primary School*). We reserve the right to take up references.

Name	Name
Address	Address
Postcode	Postcode
Tel No:	Tel No:
Email address:	Email address:
Occupation:	Occupation:

General Information

Stephenson Memorial Primary School takes its responsibilities in respect of safeguarding children very seriously. You should be aware that relevant pre-appointment checks will be undertaken, and you will be asked to provide evidence to allow these checks to take place.

The school follows the DBS's Code of Practice and has a Data Protection policy statement on its website regarding the handling of personal and sensitive data.

Rehabilitation of Offenders Act 1974 - Disclosure of Previous Convictions

This governor position is exempt from the Rehabilitation of Offenders Act 1974. So you should tell us about any convictions you may have, even if they are considered to be 'spent' under this act. Please declare any convictions that have occurred, including any that have become spent under the Rehabilitation of Offenders Act.

We will keep in strict confidence any information we receive. A criminal record will not affect your appointment as a governor unless it makes you unsuitable for appointment. In making this decision, we will consider the nature of the offence, how long ago and what age you were when it was committed, and any other relevant factors, including Local Authority policies.

I declare that none of the disqualifications in Appendix 1 apply to me and that if any do become applicable whilst I am serving as a Governor, I will immediately inform the Clerk to the Governing body and resign.

Signature: _____ Date: _____

Please return to the Headteacher of Stephenson Memorial Primary School

APPENDIX 1 – DISQUALIFICATIONS

A person is disqualified from election or appointment as a Parent Governor of a school if they are an elected member of the LA or if they work at the school for more than 500 hours in any twelve consecutive months.

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

- Is a registered pupil at the school.
- Is under the age of 18 at the time of their election or appointment.
- Already holds a governorship at the same school.
- Fails to attend 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.
- Has had their estate sequestrated and the sequestration has not been discharged, annulled or reduced; or is the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order.
- Is subject to:
 - A disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
 - A disqualification order under the Company Directors Disqualification (Northern Ireland) Order 2002
 - A disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
 - An order made under section 429(2)9b of the Insolvency Act 1986 (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 Commission or Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he/she was responsible or to which he/she was privy, or to which he/she contributed or which he/she facilitated by his/her conduct or he/she has been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned 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.
- Is barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006.
- Is disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000.
- Is disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care or 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 or since becoming a Governor.
- Has received a prison sentence of two and a half years or more in the 20 years before becoming a Governor.
- Has at any time received a prison sentence for a period of five years or more.
- Has been convicted for causing a nuisance or disturbance on school premises and sentenced to a fine during the five year prior to or since appointment or election as a Governor.
- Refuses to allow an application under section 113B of the Police Act 1997 for a criminal records certificate.