



6<sup>th</sup> November 2019

Dear Parents\*

### Election of Parent Governor

I am writing to invite you to consider becoming a parent governor for Twydall Primary School, (part of the Rainham Mark Education Trust) or nominating another parent to do so. We have vacancies for two parent governors this year. The term of office for the elected parent governor will commence in January 2020.

You would be joining a friendly team of Governors here at Twydall Primary School. Our governing body consists of 5 co-opted governors (who are appointed by the Trustees of Rainham Mark Education Trust), 2 staff and 3 parent governors. Parent governors are elected to serve a four-year period (even if their children leave the school during that period). Governors can resign at any time.

Together, with the Headteacher, the governing body work to deliver the Trust's vision "*to develop a group of schools to provide outstanding pastoral care and inspirational teaching, motivating all students to enjoy learning and achieve their potential within a community founded on mutual respect*". The full governing body meets 5 times a year and governors would also attend approximately 3 monitoring visits as part of their role in holding the school leadership to account.

No special qualifications are needed to be a governor; training is provided for all governors and paid for by the school. Much more important is having a keen interest in the school and being prepared to play an active part in the governing body's work.

If you are interested in becoming a parent governor and consider yourself to have skills which would enhance the work of the governing body and help it move forward, or if you would like to nominate another parent, please complete the attached parent governor nomination form and return it to the School by **20<sup>th</sup> November 2010**. Each person nominated must be proposed and seconded by parents who have a child at the school. Anyone standing for election is invited to provide, with his/her nomination, a short personal statement covering a maximum of one third of a typed A4 page. The statement should include biographical information, your reasons for wanting to be a parent governor and the contribution you can make to the governing body.

Completed forms should be handed into the school office in an envelope marked for the attention of the Clerk to the Governors and labelled PARENT GOVERNOR or emailed to [clerktogovernors@twydallprimary.org.uk](mailto:clerktogovernors@twydallprimary.org.uk)

If the number of nominations equals, or is less than, the number of vacancies, the nominees will be automatically declared as parent governors.

If there are more nominations than vacancies, an election will be held and copies of the personal statements will be sent to all parents. Two weeks will be allowed for the return of ballot papers. Each parent will have one vote for each vacancy no matter how many children he or she has at the school.

I hope you will consider standing as a governor yourself or nominating another parent. If you would like more information about being a school governor, please contact either myself, our Clerk or follow the link to see a short video at <https://www.inspiringgovernance.org/volunteers/about-the-role/>

Once again, I should like to emphasise how important the role of parent governor is in helping Twydall Primary School become recognised as a “Good” school under the Ofsted framework. I hope that you will seek nomination and help us in the task of running Twydall Primary School.

Yours faithfully

Mrs Catherine Logan  
**Headteacher**

\*Please note:

The term “parent” in this letter includes guardians, foster parents, any person who has parental responsibility for a child and carers. Having care of a child or young person means that a person the child lives with and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.



**NOMINATION FORM for the ELECTION OF PARENT GOVERNORS  
for TWYDALL PRIMARY SCHOOL**

Please return this form to TWYDALL PRIMARY SCHOOL for the attention of Clerk to the  
Governors by **INSERT DATE** or via email to [clerktogovernors@twydallprimary.org.uk](mailto:clerktogovernors@twydallprimary.org.uk)

<b>Full name of person being nominated</b>	
Address	
Post Code	
Parent of (name(s) of child(ren))	
I have read the notes below and overleaf and am eligible to be a parent governor.	
Signature of person nominated	
<b>Name of proposer</b>	
Address	
Post Code	
Parent of (name(s) of child(ren))	
Signature of proposer	
<b>Name of seconder</b>	
Address	
Post Code	
Parent of (name(s) of child(ren))	
Signature of seconder	

Please attach a short personal statement covering a maximum of one third of a typed A4 page. The statement should include biographical information, your reasons for wanting to be a parent governor and the contribution you can make to the governing body.

**Please note:**

- i. Further nomination forms can be obtained from the school. A parent may not propose or second more nominees than there are vacancies for parent governors. The accompanying letter will state the number of vacancies.
- ii. The term "parent" includes guardians, foster parents, any person who has parental responsibility for a child and carers. Having care of a child or young person means that a person the child lives with and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.



- iii. Medway Local Authority councillors and people who have worked at the school for more than 500 hours in the 12 months immediately preceding the election/appointment cannot be parent governors.

People may not serve as governors if they:

- are under 18 at the time of their election or appointment (except as an Associate member)
- have a mental disorder and are liable to be detained under the Mental Health Act 1983;
- are bankrupt
- are subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429(2) of the Insolvency Act 1986;
- have been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on the grounds of misconduct or mismanagement, or under section 7 of the Law Reform (Miscellaneous Provisions)(Scotland) Act 1990 from being concerned in the management or control of any body;
- are included in the list of teachers or workers prohibited or restricted from working with children or young persons (currently named List 99);
- are disqualified from working with children;
- have been disqualified from being an independent school proprietor, teacher or employee by the Secretary of State;
- have in the previous 5 years (or since becoming a governor) been sentenced to 3 months or more in prison (whether this was suspended or not) without the option of a fine;
- have in the previous 20 years been sentenced to imprisonment for 2½ years or more;
- have at any time been sentenced to imprisonment for 5 years or more;
- have been fined for causing a nuisance or disturbance on school premises during the 5 years prior to, or since, appointment or election as a governor;
- refuse to an application being made to the Criminal Records Bureau for a criminal records certificate

Criminal convictions prescribed by Schedule 5 of the 1999 Regulations as disqualifying a person from holding the office of governor include some convictions that would otherwise be regarded as spent under Rehabilitation of Offenders Act 1974. All convictions including spent convictions as required by the Rehabilitation of Offenders Act (Exemptions) Order 1975 must be disclosed to the appropriate person.

On appointment, information will be requested to allow a check to be made against List 99.

