



Lady Margaret School
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Tuesday 1st October 2019

Dear Parent/Carer

Vacancy for Parent Governor

I am writing to inform you that Dr Deirdre Osborne's term as an elected Parent Governor ended in the summer.

This has created a vacancy for a Parent Governor and I therefore invite you to stand for election as a Parent Governor, or nominate another parent or carer to do so. At Lady Margaret School we have provision for 3 Parent Governors and there is currently one vacancy. A Parent Governor must be a parent/carer of a pupil at the school at the time when he or she is elected.

The Governing Body, with the Headteacher, has overall responsibility for the running of the school. Governing bodies have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Headteacher to account for the educational performance of the school and its pupils, and the effective and efficient performance management of the staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the Governing Body's work.

Training is available for all Governors and this Governing Body has an expectation that those new to being a governor attend free induction training.

The enclosed sheet summarises the circumstances under which someone cannot serve as a governor. Nominations must be from parents or carers (or individuals exercising parental responsibility of a child/children at the school) on the day that nominations close.

If you would like to stand for election please complete the enclosed nomination form and return it to the school's Reception no later than **Tuesday, 15th October 2019**. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted, but if you are nominating another parent please seek their prior consent.

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, details of the ballot procedure will be sent to all parents/carers in due course.

Yours faithfully,

Wendy Gainham
Clerk to Governors (Returning Officer)

Qualifications and Disqualifications to Serve as a School Governor

A person must be aged 18 or over at the date of their election or appointment. No current pupil of the school shall be a governor.

A person shall be disqualified from holding office or continuing to hold office as governor if:

- s/he becomes incapable by reason of illness or injury of managing or administering his own affairs;
- s/he is absent without the permission of the governors from all their meetings held within a period of six months, and the governors resolve that his/her office be vacated;
- s/he has been declared bankrupt and/or his/her estate has been seized from his/her possession for the benefit of his/her creditors and the declaration or seizure has not been discharged, annulled or reduced; or
- s/he is the subject of a bankruptcy restrictions order or an interim order;
- s/he is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986; or
- s/he is subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- s/he ceases to be a governor by virtue of any provision in the Companies Act 2006;
- s/he is disqualified from acting as a governor by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision); or
- s/he is otherwise found to be unsuitable by the Secretary of State;
- s/he has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission 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 which he, by his conduct, contributed to or facilitated;
- s/he has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011;
- s/he has not provided to the chairman of the governors a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997.

Nomination Form - Election of Parent Governor

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election, and the details of his/her daughter:

Name: _____

Address: _____

Name of Daughter: _____

Daughter's Year Group _____

Signature of person nominated: _____

Signature of proposer (if different to nominee): _____

Name and address in BLOCK letters of proposer (if different to nominee):

Personal Statement (maximum 250 words)

I wish to submit my nomination for the election of Parent Governor.

I confirm (i) that I am willing to stand as a candidate for election as a Parent Governor and (ii) that I am not disqualified from holding office for any of the reasons set out in the articles of association.

Signature

Date

**Completed nomination forms must be returned to the school's Reception by Tuesday,
15th October 2019**