



WEST SUSSEX COUNTY COUNCIL
SUMMERLEA C.P. SCHOOL

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'Growing thoughtful learners and independent thinkers'

20th January 2023

Parent Governor Vacancy

Dear Parents/Carers

Every maintained school in England has a Governing Body responsible to the local community for running the school. There is currently a vacancy for a Parent Governor. The term of office will be 4 years.

If you are interested in standing for election as one of the Parent Governors of the school, please complete the enclosed nomination form, ensuring that you obtain the signature of 2 parents/legal guardians who support your nomination. You must also include a brief election statement describing your background and how you feel you could contribute to the school as a Parent Governor. Please return this to school in a sealed envelope, marked for the attention of the Headteacher, no later than 9am on Friday, 3rd February 2023.

If 2 or more applications are received, all parents/legal guardians will be sent home voting papers which will include the candidates' election statements. All completed voting papers to be returned from parents/legal guardians to school in a sealed envelope marked "BALLOT PAPER" no later than 9am on Friday, 17th February 2023. Arrangements will then be made for votes to be counted at a time mutually agreed with all candidates. Each candidate or his/her authorised representative may attend the count. Parents/legal guardians will then be notified of the result.

A Governor aims to be a 'Supportive and Challenging Friend' to the school. It is a rewarding post with significant responsibility. There is a considerable commitment of time, both intellectually and practically. Everything Governors do is intended to assist in setting the school's strategic plans in order to provide the best possible education for all the children at Summerlea.

The school leadership, teachers, support and administration staff work very hard to provide an exciting, creative and effective educational environment for all the Summerlea pupils. The Governors clearly have the same interests uppermost in their minds but, as Governors, we aim to support the work of the school by recognising, monitoring and at times offering them appropriate challenge. It is enjoyable, interesting and rewarding.

As a Governing Body, we have a collective legal responsibility; it is important to note that no one individual is required to take responsibility for a decision. The Governing Body arrives at a course of action based on debate, evidence, experience, the needs of the school community, professional knowledge and any wider statutory requirements.

An Appendix is attached detailing the statutory requirements and disqualification criteria connected with the office of Governor which you should read carefully. If you have any queries about these or about the procedure, I shall be pleased to answer them.



Most Governor meetings take place after school hours in the early evening and the Full Governing Body usually meets bi monthly. Whether you possess skills in education, law, business or finance (to name but a few) or simply enthusiasm, passion for education and the ability to give some of your time to the school; you are what we are seeking. Governors are not paid, and this is purely a voluntary role.

An expectation would be that a Governor should be actively involved in tasks that support the whole Governing Body, should attend the Full Governing Body meetings plus undertake some training (as required). We are subscribed to a training system provided by the local education authority and courses can be picked to suit personal circumstances, as some are run during the day and in the evenings. If you are interested in finding out more about the role of a Governor before deciding, then please contact the school office to make an appointment to meet with me.

All new Governors are required to complete an enhanced criminal record application within 21 days of their election. Also, as part of the application process, we will also require 2 references. A referee can be anyone who is not a family member or friend of the applicant.

Should you be successful, you will have the support of a mentor to help you find your feet. Combine this with a bit of 'light bedtime reading' and you will find that you can really help the school to help the pupils!

Yours faithfully

A handwritten signature in black ink, appearing to read 'Sue Meekings', with a large, stylized loop at the end.

Mrs Sue Meekings

Chair of Governors

APPENDIX

Statutory Requirements

The Instrument of Government for this school provides for the appointment of Parent Governors who are elected by the parents of pupils registered at the school and who are themselves such parents at the time when they are elected. The term of office provided by the Instrument is 4 years. A Governor can step down at any time during the 4 years. At the end of the term of office a Parent Governor can step down or seek re-election.

Disqualification criteria for all governors

A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when he or she:

- Is a registered pupil at the school
- Is under 18 years old
- Fails to attend their meetings for six consecutive months
- Is the subject of:
 - A bankruptcy restrictions order, or an interim bankruptcy restrictions order
 - A debt relief restrictions order, or an interim debt relief restrictions order
 - An undischarged sequestration
- Is disqualified from being a company director and/or a charity trustee
- Is included in the list of those unsuitable to work with children
- Is disqualified from working with children, barred from regulated activity and/or disqualified from registering for childminding or providing daycare
- Has been sentenced to three months or more in prison (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 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
- Refuses a request by the clerk to make an application to the Disclosure and Barring Service (DBS), previously the Criminal Records Bureau (CRB)