



## HASLINGDEN HIGH SCHOOL

### PARENT GOVERNOR ELECTION

#### NOTICE OF ELECTION

6 September 2019

Dear Parent / Carer

There are places for one Parent Governor on the Governing Body of this School. They are elected by the parents of students at this school to serve a 4 year term of office. There is now a vacancy for one parent governor. You may, if you wish, put yourself forward for election, using the attached nomination form. Please read the information given with this form.

The timetable for the election is:-

1. Nomination form to be returned to me by 12.00 noon on **Monday 30 September 2019**
2. Ballot papers to be sent to all parents on **Friday 4 October 2019**  
(Voting will only take place if there are more nominations than vacancies)
3. Ballot papers to be returned to me by 12.00 noon on **Monday 14 October 2019**
4. The votes will be counted at 12.00 noon on **Monday 14 October 2019** after which the result will be announced

Governors have an important and influential role to play in the life of our school, and I do hope you will be able to take part in this election by becoming a candidate and by casting your vote when the time comes.

If you require any further information about being elected to the governing body, please do not hesitate to contact me.

Yours sincerely

Mark Jackson BSc MA  
Headteacher  
Returning Officer for Governor Election  
Tel No: 01706 215726

## INFORMATION

### **A. Eligibility**

1. All parents of pupils at the school and, in the case of maintained nursery schools, parents of children for whom educational or other provision is made on the premises of the school can be nominated as a candidate for a parent governor election except for:
  - (a) Elected Members of the Local Authority
  - (b) Anyone paid to work at the school for more than 500 hours in any consecutive 12 month period.

### **B. Nomination**

1. Any parent who wants to be nominated has to be proposed and seconded by two other parents of students (children) at the school using the nomination form on the page opposite. It should be completed and sent to the Returning Officer by 12.00 noon on **Monday 30 September 2019**. Please note there can be no extension beyond this time and date.
2. Candidates should complete the reverse of the nomination form with biographical details. This information will be sent with the voting papers to all parents to help them decide how to use their votes.

### **C. Parent Governors**

(See also information sheet on parent governors)

1. The governing body of the school has several categories of governor, and "parent governor" is one of these categories. All governors carry equal status.
2. Responsibility rests in the governing body as a whole. Individual governors only have responsibility collectively in the governing body. To be a governor does not give personal authority.
3. The term of office for a parent governor is 4 years, and a parent governor does not have to resign if his/her child ceases to be a student at the school before that period of time ends, though s/he may do so if s/he wishes.

### **D. Disqualification**

Regulations disqualify certain individuals from becoming a governor. The attached appendix lists the disqualification criteria. Prospective governors should read it carefully before proceeding with their nomination

Prospective candidates are welcome to contact the Headteacher, Mr Mark Jackson, for further information: 01706 215726

**Chair of Governors: Mr John M Davey JP**  
**Vice Chair of Governors: Mrs Michelle Smith**

## NOMINATION FORM

Before completing this form, please read the notes on the opposite page.

	SURNAME, INITIALS, Mr, Mrs, Miss Ms	ADDRESS	SIGNATURE
NOMINEE	(Capitals)		
PROPOSER	(Capitals)		
SECONDER	(Capitals)		

Declaration by Nominee: I am willing to accept nomination and confirm that I am not disqualified from becoming a governor. Should I be elected I agree that if I subsequently become disqualified I will notify the Clerk to Governors in writing.

Should I be elected I understand that information on my governorship will be made available to the County Council for its use in providing support to School Governors\*.

\* In this respect the Data Controller is Lancashire County Council and the nominated officer for data protection is the Data Protection Officer.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

This form must be returned to the Headteacher by 12.00 noon on **Monday 30 September 2019**. Late nominations will not be accepted.

## **BIOGRAPHICAL DETAILS**

Candidates are asked to supply on this page information about themselves which will help parents to decide to vote for them or not. (A maximum of 60 words)

Name (Capitals) \_\_\_\_\_

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Signature: \_\_\_\_\_

(No additional sheets will be considered)

## **4.0 ELIGIBILITY FOR CANDIDATURE AND VOTING**

### **4.1 (a) Primary, secondary and special schools**

All parents of registered pupils at the school at the time of the election are eligible to stand as a candidate and to vote in a parent governor election (except for those parents mentioned in sections 5.3 and 5.4 below). Only a person who is a parent of a pupil at the school may take part in a parent governor election

### **(b) Maintained nursery schools**

All parents of registered pupils at the school, or all parents of children for whom educational or other provision is made on the premises of the school (including provision made by the governing body under section 27 of the 2002 Education Act) at the time of the election are eligible to stand as a candidate and to vote in a parent governor election (except for those parents mentioned in sections 5.3 and 5.4 below)

### **4.2 A Parent is defined as any individual who:**

- has or has had parental responsibility for, or
- cares or has cared for a child or young person under the age of 19

### **4.3 Both parents in a case of separation or divorce are entitled to receive information about parent governor elections at the school and to participate in those elections. This also applies to legal guardians and foster parents**

### **4.4 It is for the Returning Officer to determine within these procedures who are the parents of pupils (children in respect of nursery schools) at the school for the purposes of parent governor elections**

### **4.5 In the event of any dispute arising concerning the eligibility of persons to take part in parent governor elections, the matter is to be resolved by the local authority (See section 12 below) in the case of community, voluntary controlled, community special and maintained nursery schools, and by the governing body in the case of voluntary aided, foundation and foundation special schools**

## **5.0 DISQUALIFICATIONS**

### **5.1 No person who is less than 18 years old may be a school governor**

### **5.2 An elected member of the local authority may not be a parent governor**

### **5.3 Anyone paid to work at the school for more than 500 hours in any twelve consecutive months may not be a parent governor**

### **5.4 The School Governance regulations disqualify certain individuals from becoming or continuing to be a governor. A summary of the disqualification rules is contained in Appendix E. Prospective candidates will be asked to confirm on their nomination form that they are not disqualified from becoming or continuing as a governor**

5.5 (a) **Primary, secondary and special schools**

Only a person who is a parent of a child registered at the school at the time of the election may take part in parent governor elections

(b) **Maintained nursery schools**

Only a person who is a parent of a child registered at the school, or a person who is a parent of a child for whom educational or other provision is made on the premises of the school (including provision made by the governing body under section 27 of the 2002 Education Act) at the time of the election may take part in parent governor elections

## 7.0 **NOMINATIONS**

7.1 Candidates in parent governor elections cannot normally nominate themselves (see 7.3)

7.2 Candidates should normally be nominated by both a Proposer and a Secunder who are themselves entitled to vote in the election. However, at schools where participation has been low in the past, the Returning Officer may consider requiring only a Proposer, and not a Secunder as well, to support a nomination

7.3 If there are particular circumstances that would make it difficult for potential candidates to get a Proposer then the Returning Officer may consider allowing self-nomination by candidates

7.4 Nominations should be made on a Nomination Form issued by the Returning Officer (sample at Appendix "B")

7.5 Returning Officers should ensure that a record is kept of the date and time each Nomination Form is received

7.6 Candidates should be provided by return with a dated note of receipt of their Nomination Forms.

7.7 Candidates may also be invited to provide a short statement of biographical details, which is to be distributed to all voters in the election with the Ballot Papers, for their guidance when they are deciding how to cast their votes

7.8 It is recommended that these statements of biographical detail should be a maximum of 60 words in length

7.9 Returning Officers are advised, when preparing copies of the submitted biographical details for print and circulation, not to exercise any editorial discretion over the text that has been supplied, but to publish it in transcription exactly as it is provided, without correction or embellishment.

7.10 Where the content of submitted biographical details causes concern, the matter should be raised with the person making the submission in the first instance. A cause for concern includes a situation where one or more candidates has exceeded the proposed word limit and might be perceived to be gaining an advantage from the longer biography. If no agreement can be reached, then section 12.2 below shall be applied

**PARENT GOVERNORS**

All maintained school governing bodies must have at least two parent governors.

**Who are Parent Governors?**

Parent governors are elected by parents of children at the school. For a person to stand for election and to vote in a parent governor election he/she must either be the natural parent of a child registered at the school, or be a person with parental responsibility for, or having care of, such a child.

In maintained nursery schools parents of children for whom educational or other provision is made on the premises of the school at the time of the election are also eligible to stand for election and vote in a parent governor election.

If there are insufficient eligible candidates for the vacancies at an election the governing body can appoint a parent governor, but there are restrictions on who can be appointed.

Governors normally serve for four years unless a shorter term is specified in the Instrument of Government for the school. If a parent governor ceases to be the parent of a child registered at the school within the period for which they have been elected, he/she may continue to be a governor for the rest of his/her term of office.

**What are Parent Governors?**

**Parent governors** have the same rights, responsibilities and duties as other governors.

**Parent governors** should play a full and active part in the governing body but,

**Parent governors**, like other governors, do not have the power to act as individuals or as a group, unless specifically authorised to do so by the governing body.

**Parent governors** are not on the governing body simply to represent the interest of parents, or to be the only link with parents because all governors must have regard to these issues.

**What do governors do?**

All maintained schools have a governing body which together with the headteacher sets the aims and policies of the school. The headteacher is responsible for the day to day management of the school. Together the governing body and headteacher must ensure the school provides good quality education and helps to raise standards.

The governing body:

- is accountable for the performance of the school to the parents and the wider community
- plans the school's future direction
- selects the headteacher
- makes decisions on the school's budget and staffing
- makes sure the National Curriculum is taught
- decides how the school can encourage pupils' spiritual, moral and cultural development
- makes sure the school provides for all its pupils, including those with special educational needs.

### **How much time will it take?**

To be an effective member of the governing body team, it takes time. You will need to prepare for and attend at least three full governing body meetings per year. You will also be involved in one or two committees dealing with finance, staffing, curriculum or premises. These usually meet at least once a term. In addition some governors take on other roles such as Special Educational Needs governor.

The amount of time you will need to give depends on how involved you become but governing bodies cannot operate effectively with passengers. You must be prepared to take more than an interest.

### **What support is available?**

Lancashire County Council and the associated dioceses/church authorities provide a wide range of support services and training for governors.

All new governors receive an introductory pack of materials from the county council which outlines the range of training opportunities available to governors and governing bodies and provides the basic reference documents. There is also a termly newsletter which helps to keep governors up to date with recent developments.

Sometimes governing bodies have difficult decisions to take. In such cases the governing body has access to support and advice from the county council and the church authorities/dioceses as appropriate.

If you require more information about being a governor speak to the headteacher at your child's school or contact Governor Services on 01257 516147, [governors.central@lancashire.gov.uk](mailto:governors.central@lancashire.gov.uk) .



### Disqualification from holding a governorship

Regulations disqualify certain individuals from becoming a governor. Before your nomination can be considered you are required to confirm that you are not disqualified from becoming a governor. **Failure to submit a declaration will debar you from consideration as a governor.** You are required to notify the Clerk to the Governing Body, in writing, if you subsequently become disqualified from continuing as a governor.

Further information on any of the criteria can be found in the School Governance (Constitution) (England) Regulations 2012, Schedule 4, as amended in 2014. This section refers specifically to disqualification from governorship. Alternatively you may contact Governor Services on 01257 516147.

### Qualification and Disqualification Criteria

#### General

- Registered pupils cannot be governors.
- A governor must be aged 18 or over at the time of election or appointment.
- A person cannot hold more than one governor post at the same school at the same time.

#### Particular categories of governor

- A person cannot be a **parent governor** if they are an elected member of the local authority or paid to work at the school for more than 500 hours in any consecutive twelve month period (at the time of election or appointment).

#### Failure to attend meetings

- A person is disqualified from being a governor of a particular school if they have failed to attend the meetings of the governing body of that school for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing body. This does not apply to the headteacher or to foundation governors appointed by virtue of their office.
- A foundation, local authority, co-opted or partnership governor at the school who is disqualified for failing to attend meetings is only disqualified from being a governor of any category at the school during the twelve month period starting on the date on which they were disqualified.

#### Bankruptcy

A person is disqualified from holding or continuing to hold office as a governor of a school if:

- their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
- they are the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order.

### **Disqualification of Company Directors**

A person is disqualified from holding, or from continuing to hold, office as a governor of a school at any time when they are 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; or
- an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).

### **Disqualification of Charity Trustees**

A person is disqualified from holding, or from continuing to hold, office as a governor of a school if they have:

- 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 misconduct or mismanagement or
- 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.

### **Persons whose employment is prohibited or restricted**

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

- included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people;
- barred from any regulated activity relating to children;
- disqualified from working with children or from registering for childminding or providing day care;
- disqualified from being an independent school proprietor, teacher or employee by the Secretary of State.

### **Criminal Convictions**

A person is disqualified from holding or continuing to hold office as a governor if they have:

- 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;
- received a prison sentence of two years or more in the 20 years before becoming a governor;
- at any time received a prison sentence of five years or more;
- 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.

### **Refusal to make an application for a criminal records certificate**

A person is disqualified from holding or continuing to hold office as a governor if they refuse a request by the clerk to the governing body to make an application to the Criminal Records Bureau for a criminal records certificate.