

Headteacher

Phil Ward BA(Hons) MA NPQH

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(term time only) 8am-5pm

January 2014

Dear Parent/Carer

Parent Governor Vacancies

I am writing to let you know that there are three vacancies for Parent Governors at our School. A Governing Body is a group made up of parents/carers, school staff [including the Headteacher] and people from the local community who together oversee the development of the School. Governors do not manage the School, that is the responsibility of the Headteacher and Leadership Team but they do help determine the aims and values of the School, the priorities for development and help to monitor that the decisions they are making are having the desired effect.

Governors are not expected to be experts but need to be willing to work as part of a team, read papers, attend meetings and ask constructive questions. There is free training available and plenty of advice and support from the school and Hounslow Council. Parents/Carers have invaluable experience to contribute and are the largest group on many Governing Bodies. Although they will reflect their own and their children's experience, as a Governor they need to be willing to consider the interests of all children and families in the school.

All parents/carers are able to stand for election, nominate other parents/carers and vote in an election for Parent Governors. If for any reason you are not sure if you are eligible, then ask the Headteacher.

If you would like to become a Governor at this School, please complete the nomination and disqualification declaration and write an election address of not more than 150 words, giving the reasons why you feel you are a suitable candidate to be a Governor at this School together with the contribution you would hope to make in this important role. The election address will only be used if there are more nominations received than vacancies and an election is necessary. If this is the case,

then the election will be held by secret ballot and the election statements of all nominated candidates circulated with the ballot papers.

Please return these to the Headteacher, via the Main School Office, by **9.00am on Friday 31 January 2014 (new extended deadline)**. If you wish to nominate another parent/carer, you must get them to sign the form to confirm they are willing to be put forward and get them to write an election address. If the number of nominations received is the same or fewer than the number of vacancies then those parents/carers will be declared Parent Governors.

If more nominations are received than there are vacancies then an election will be held by secret ballot. The election statements of all nominated candidates will then be circulated with the ballot papers.

I hope you will consider standing. If you would like to find out more or perhaps talk to one of the serving governors, please phone or ask at the School Office. All parents/carers will be advised of the outcome as soon as possible after the closing date via the School website.

Yours faithfully

A handwritten signature in black ink that reads "P Ward." The signature is written in a cursive style with a large initial 'P' and a clear 'Ward'.

Phil Ward
Headteacher

Nomination Form for Parent Governor of Heston Community School

If you want to become a Parent Governor or want to nominate another parent please complete this form. You or the person being nominated must check the reasons which disqualify someone from being elected as a governor printed on the back of this form and whoever is standing for election must sign this form to confirm that none of them apply.

Return the form to the Headteacher via Main School Office by 9.00am on Friday 31 January 2014 (new extended deadline).

If there are the same or fewer nominations than vacancies then the people nominated will be declared parent governors. If there are more nominations than vacancies an election will be held by secret ballot. All parents will be able to vote.

Name of Person Nominated: (Please print your name if you wish to stand yourself or the name of the person you want to nominate)	
Address of Person Nominated:	
Telephone Number (Home) of Person Nominated:	
Telephone Number (Work) of Person Nominated:	
Telephone Number (Mobile) of Person Nominated:	
E-mail Address of Person Nominated:	
Name of child/children of Person Nominated and Tutor Group(s):	<p>TG: _____</p> <p>TG: _____</p>

<p>Name of person making the nomination if different, ie you are not the person standing for election but nominating someone else (Please print) <i><u>Nominated parents and proposers must have a child or children currently at this School</u></i></p>	
<p>Signature of person making the nomination if not the person standing for election</p>	

<p>I would like to become a parent governor. I have read the reasons for disqualification on the back of this form and confirm that none of these apply to me. I understand that if appointed I will be required to provide proof of identity and submit to a pre-appointment check.</p>	
<p>I understand that if more people are nominated than there are vacancies an election will be held I will be asked to prepare a short written statement of 150 words about myself, my experience and my reasons for wanting to become a governor.</p>	
<p>Signature of Person Nominated:</p>	
<p>Date:</p>	

Election Address (not more than 150 words) (Please continue on a separate sheet if necessary)

Signature of person nominated: _____ Date: _____

DISQUALIFICATION FROM MEMBERSHIP OF A GOVERNING BODY

I declare that I am not disqualified from serving as a school governor and that:

- I **am** aged 18 or over at the date of this election or appointment
- I **am not** currently detained under the Mental Health Act 1983
- I **am not** bankrupt
- I **have not** been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any 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
- I **am not** included in the list (List 99) of teachers or workers with children or young persons whose employment is prohibited or restricted
- I **am not** disqualified from being the proprietor of any independent school or for being a teacher or other employee in any school
- I **am not** disqualified from working with children
- I **have not**, in the 5 years prior to becoming a governor (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
- I **have not**, in the 20 years prior to becoming a governor, been convicted as aforesaid of any offence and have had passed on me a sentence of imprisonment for a period of 2½ years or more
- I **have not**, at any time, had passed on me a sentence of imprisonment for a period of 5 years or more
- I **have not** been fined, in the 5 years prior to becoming a governor, for causing a nuisance or disturbance on school/education premises
- I **am not** subject to a disqualification order or disqualification undertaking under the Company Director's Act 1986, a disqualification order under part 2 of the Companies (Northern Ireland) Order 1989, a disqualification undertaking accepted under the Company Directors' Disqualification (Northern Ireland) Order 2002 or an order made under section 492(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
- I **have not refused and will not refuse** an application being made to the Discrimination and Barring Service (DBS) for a Criminal Records Certificate.