



2<sup>nd</sup> November 2017

Dear Parent/Carers,

**DEVON COUNTY COUNCIL - ELECTION OF PARENT GOVERNOR(S)**

I am writing to invite parents, guardians and carers of registered pupils to put their names forward for election to serve as parent governors of this school. There are two vacancies.

All parents over the age of 18 are eligible to stand for election and to vote with the exception of:

- (i) those who are elected members of the Devon County Council
- (ii) those who are employed to work at the school for more than 500 hours in an academic year
- (iii) those who are ineligible as listed **overleaf**.

If you would like to put your name forward, please complete and return to me the tear-off slip by Friday 17<sup>th</sup> November.

It may be that you would wish to propose another parent to serve as a parent governor. Please note that in this case the parent in question should complete the nomination form after you have discussed this possibility.

If it is necessary for there to be an election I will provide further details of the arrangements.

Yours sincerely

Mrs Sue Gawman  
Returning Officer

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**Election of Parent Governors in Devon**

Name of School/Community College/Setting:  
Tavistock Community Primary & Nursery School

I wish to serve as a Parent Governor and to be a candidate if an election is necessary. I confirm that I am eligible to serve as a School Governor.

Forename(s) – PLEASE PRINT .....

Surname – PLEASE PRINT .....

Date ..... Signed:.....

**This form should be returned to the headteacher by Friday 17<sup>th</sup> November 2017.**



**A person is ineligible to serve as a school governor if he or she:**

- is liable to be detained under the Mental Health Act 1983
- is subject to a bankruptcy restriction order or an interim order;
- has had his or her estate sequestrated and the sequestration order has not been discharged, annulled or reduced'
- is subject to:
  - i) a disqualification order or disqualification undertaking under the Company Directors Act 1986
  - ii) a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
  - iii) a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
  - iv) an order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order);
- has been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of any body;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children;
- is disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002;
- is disqualified from registration for childminding or providing day care;
- is disqualified from registration under Part 3 of the Childcare Act 2006;
- has received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (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 twenty 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 to allow an application to the Criminal Records Bureau (CRB) for a criminal records certificate,
- are also the clerk to their own governing body.



# What is involved and how to become a School Governor

## Do you have?

- An interest in our children's future?
- A desire to make a difference?
- Time and energy?
- A readiness to accept responsibility?
- Are you happy to ask questions, listen and learn?
- An ability to work in a team?

Then you could have what it takes to join the largest volunteer group in the country, working with others to get the best for our children because School Governors are people like you.

## What do Governors do?

- Together with the headteacher they set the future direction for the school and decide how the school's budget should be spent.
- Governing bodies make decisions collectively on matters such as performance targets, school policies and the school's improvement plan.
- Governors monitor the impact of policies and oversee the use of the school's budget.
- They report to parents on the school's achievements and respond to inspection recommendations.
- They hear appeals from pupils and staff and consider complaints.
- Governors provide the headteacher with support and advice, drawing on their knowledge and experience. They ask searching questions and respect the Headteachers position as professional leader of the school.

## How do Governors help schools and children?

School governors are people who wish to make a positive contribution to children's education. Anyone with an interest in education can be a governor. Governors are volunteers who spend about 6 hours each month attending meetings and working to further the school's development.

## What are the benefits of being a governor?

The quality of the education we provide for today's children directly affects the quality of society in the future – and so being part of the team responsible for managing our schools offers a challenging and rewarding experience. Many governors also feel that the role helps with their personal development and self-confidence.

## Do I need qualifications to be a school governor?

No. Schools need volunteers (whether parents or not) with experience of life, although some governors may have qualifications or professional skills that come in useful.

## I work full-time. Will I still have time to be a school governor?

The Governing Body sets the term of office (usually 4 years) for all Governors and the start date of the appointment will be from the date appointed i.e. if the governing

body elected you to the role on the 1st January 2017 your term of office would end on 31<sup>st</sup> December 2020. As a Community/Local Authority governor you would have the opportunity of being re-elected by the Full Governing Body prior to your end date to allow you to continue. You can, however, resign from the Governing Body at any time.

### **Tavistock Community Primary & Nursery School**

The Governing Body works together as a group and the amount of time each person gives to the role will vary.

However governors are expected to:

- attend a minimum of three Full Governing Body meetings a year
- attend sub-committee meetings – 1 meeting per term
- allow preparation time for meetings – i.e. papers that need reading
- All meetings are normally during the evening but bear in mind that you might want to spend time getting to know the school in other ways and joining in activities, which may take place during the daytime.

### **What Support will I get as a Governor?**

- Attendance on an induction course for newly appointed governors covering every main responsibility if required
- Optional subsequent training on a wide range of subjects
- Each governing body has a clerk to organise arrangements for termly meetings and to take minutes
- Free use of a website called 'The Key for Governors'
- The headteacher and experienced Governors on your governing body will provide a major source of advice

### **What types of Governor are there?**

The composition of a governing body should reflect a wide range of groups from the community i.e.

- **Parent governors** are elected to be representative of the parent body.
- **Staff governors** are elected and include the head and one other member of staff.
- **Local Authority governors** are appointed by the Local Authority that maintains the school. Positions can be filled to reflect the local political balance, but this is not obligatory.
- **Foundation governors** are normally appointed by either the Diocese or the local church, or by some other foundation body depending on the type of school
- **Co-opted governors** are members who live or work in the community served by the school, or committed to the good government and success of the school. They are invited to join the governing body
- **Associate members** can be appointed by the governing body to serve on one or more governing body committees, and attend full governing body meetings. They are not governors, but the governing body may assign some voting rights in the committees to which they are appointed.