

APPENDIX 1A

What qualifications do governors need?

There are no formal qualifications. Schools need volunteers with experience of life. The one essential requirement is an interest in, and commitment to, the education of children. Governors are ordinary people, drawn from many areas of society. They need to be able to devote time to getting to know the school well and be available to support and challenge it.

A governor must be a good listener, and someone who is able to read and take in information easily. A governor must be able to:

- raise questions and take part in discussion and decision-making
- be **discreet**, open minded and fair
- be a source of ideas and a good communicator
- be enthusiastic about the work of the school
- be prepared to work as part of a team.

Whilst schools are keen to welcome applications from all areas of society, there are certain criteria that have to be met before your application can be accepted. Please see the below requirements and complete Appendix 1B, 1C, 1D.

How long do governors serve?

The usual term of office is four years. However, governors are volunteers who can leave at any time and can similarly be re-appointed or re-elected.

At Willingdon Community School we normally hold 5 Full Governing Body (FGB) meetings per year. You will also be required to serve on one of the working groups – a further 3-6 meetings a year. Each FGB meeting is held at 4.30pm on a Thursday and is a maximum of 3 hours per meeting. Each working group is held on a Wednesday from 3.45pm till 5.30pm.

What kinds of help and support are available?

A great deal of professional advice and support is available to help governors with their duties and responsibilities, along with a full induction and training programme which is run by the Local Authority.

APPENDIX 1B - Nomination Form for Parent Governor

Full Name: _____

Address: _____

_____ Postcode: _____

Preferred Contact Telephone Number: _____

Parent/Legal Guardian of (*child's name and class*): _____

**I wish to stand for election as a Parent Governor of Willingdon Community School.
The following two parents or legal guardians of children attending the school support
my nomination:**

1. (Name) _____

(Address)

Parent/Legal Guardian of (*child's name and class*)

2. (Name) _____

(Address)

Parent/Legal Guardian of (*child's name and class*)

Election Statement: please use the attached additional sheet, (no more than 100 words):

Please return to Sam Tomalin, Clerk to the Governors, c/o the School Reception, or by email to clerk@willingdonschool.org.uk by **12 Noon on Friday, 13th October 2023**

APPENDIX 1C

Election Statement, please use additional sheet, (no more than 100 words):

Please return to Sam Tomalin, Clerk to the Governors, c/o the School Reception, or by email to clerk@willingdonschool.org.uk by **12 Noon on Friday, 13th October 2023**

APPENDIX 1D

DECLARATION FOR ELIGIBILITY AS A SCHOOL GOVERNOR

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

- ☐ I **am** aged over 18;
- ☐ I **do not** already hold a governorship of the same school* ***Please note that if you are applying for re-appointment, this information relates to the period when your current term of office ends***
- ☐ I have not had my estate sequestrated and the sequestration order has not been discharged, annulled or reduced;
- ☐ I am not subject to a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief order or an interim debt relief order;
- ☐ I am not subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986;
- ☐ I am not subject to a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002;
- ☐ I am not subject to an order made under section 492(2)(b) of the Insolvency Act 1986;
- ☐ I have not 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 anybody;
- ☐ I am not included in the list of people considered by the Secretary of state as unsuitable to work with children;
- ☐ I am not disqualified from working with children or subject to a direction under section 142 of the Education Act 2002;
- ☐ I am not disqualified from registration for childminding or providing day care;
- ☐ I am not disqualified from registration under Part 3 of the Childcare Act 2006;
- ☐ I have not 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;
- ☐ I have not received a prison sentence of two and a half years or more in the 20 years before becoming a governor;
- ☐ I have not at any time received a prison sentence of five years or more;
- ☐ I have not 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;
- ☐ I do not refuse to allow an application to the Criminal Records Bureau for a criminal records certificate.
- ☐ I understand that Governor Services will utilise the above data to complete Police (List 99) check.

Name of school.....

Surname: (Mr/Mrs/Miss/Ms/Dr/Rev'd/Prof)

First Name(s):

Any previous names held:Date of Birth:/...../.....

Address and mobile number:

.....

Signature:

Date:

For office use only: Police checks received and confirmed clear:/...../..... Initials

28th September 2023

Dear Parent/Carer,

Parent Governor Vacancy

One of our current Parent Governors is coming to the end of their 4 year tenure as Parent Governor at Willingdon Community School. If you wish to stand for election as one of the parent governors of the school, you will need to complete a nomination form and election statement along with a declaration of eligibility (see below link). The nomination form, election statement and declaration form will need to be returned to the Clerk to the Governors, by **12 Noon on Friday, 13th October 2023**.

Parent governors keep the governing board aware of the parental perspective. They are a vital part of our team and I hope that there are parents willing to give their time and commitment to this important role. Also attached in the link below are details of what will be expected of a Parent Governor. On this occasion, we are particularly keen to recruit someone with experience in safeguarding. Please see below link to the supporting paperwork and application forms.



Supporting
paperwork - Parent

If more than one suitable nomination is received, I shall arrange for an online ballot (a paper ballot will be available if required) which will include the candidates' election statements. I shall arrange for all parents to be notified of the result.

If you are interested in being nominated and/or want further information, you might find it helpful to talk to contact me by email via the Clerk at clerk@willingdonschool.org.uk

You can view East Sussex County Council's website about Governors and their roles at:

<https://www.eastsussex.gov.uk/educationandlearning/supportforteachers/schoolgovernors/becoming/>

Attached is also an extract from the Regulations concerning the qualifications and disqualification connected with the office of governor. Please read them carefully.

Yours sincerely,

Jane Branson
Chair of Governors

Enc. Supporting paperwork