

Principal: Mr Paul Roberts
Headteacher (Primary): Mrs Maddie Griffin
Senior Deputy (Secondary): Mr Daniel Roycroft



February 2019

Dear Parent

NOTICE OF PARENT GOVERNOR ELECTION AND REQUEST FOR NOMINATIONS

Since we converted to become an Academy within the Learning Community Trust we have developed a strong and talented new local governing body. They are a committed group of volunteers who have great areas of expertise in areas that support the working school.

Due to our previous parent Governor becoming chair we now have a vacancy for the position of Secondary Parent Governor. The position is vitally important as it acts as the voice of the parent body and advises school leadership on that most important perspective of school life.

I am writing to invite secondary parents, guardians and carers of registered pupils to put their names forward for election to serve as parent governors of our school. We have the following vacancy for a 4 year term starting in March 2019:

- 1 Secondary parent, guardians or registered carers

Please read the notes attached with this letter and if, after doing so, you would like to put your name forward as a candidate please complete the Candidate Nomination Form (Form 2) and the Disqualification Declaration Form (Form 3) and return by Wednesday 27th February. Please either deliver to reception or post with the attention of Principal PA: Veronica Croft to the school address.

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 the possibility.

Candidates need to submit a personal statement in support of their nomination, not more than 500 words giving:

- Evidence of skills and experience the governing body desires.
- How they plan to contribute to the future work of the GB

They may not indicate that they are endorsed or supported by any particular group.

Only parents who now have and will have children registered at the school during the 2018/19 academic year are eligible to stand for election.

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

Yours sincerely

Principal
Hadley Learning Community



Crescent Road, Telford
Shropshire, TF1 5JU



Secondary: 01952 387000
Primary: 01952 387088



hlc.admin@taw.org.uk



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****Please Read the notes on the reverse of this letter**

Notes:

The Learning Community Trust is committed to equal opportunities and positively welcomes nominations from all sections of the community irrespective of race, colour, gender, sexuality or disability. All persons wishing to be considered as school governors must be committed to the Council's Equal Opportunities Policies.

'Parent' includes anyone who is not a parent but who has parental responsibility for, or who has the care of, a pupil at the school. For maintained nursery schools only, this includes parents of any children for whom any service is provided at the maintained nursery school.

A person is disqualified from election or appointment as a parent governor of a school if s/he is: -

- an elected member of Telford & Wrekin Council;
- paid to work at the school concerned for more than 500 hours in any twelve months period beginning 1 August and ending 31 July.
- disqualified from appointment as a governor because they fall into any of the categories in the Disqualification Declaration Form (Form 3).

A parent governor may serve out their term of office if his or her child leaves the school before the end of their term of office or commences work at the school.

There is a statutory requirement for elected candidates to satisfactorily complete DBS check before their appointment as a governor can be confirmed. These checks will take place after the election of the successful candidate(s) and will include an identity check and a check against the List99 of persons whose employment or voluntary work with children or young people is not prohibited or restricted. In addition, any new, re-appointed or serving governor whose activities or actions give "cause for concern" will be required to apply to the Disclosure & Barring Service (DBS) for a 'Disclosure' of any criminal record.



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CANDIDATE NOMINATION FORM - PARENT GOVERNOR ELECTION (Form 2)

A modern governor is responsible for supporting and driving the school forwards. As a result, the skill base required for an effective governor has to be linked to the needs of our school. We would be very interested to attract candidates from the following areas:

- Finance
- Human Resources
- Legal
- Local Business
- Previous Educational Setting Experience
- Business links
- Social work, Mental Health
- Special Educational Needs
- Local Charities

First Name:	
Surname:	
Date:	
Signed:	

Additional Information (500 words): (Please feel free to send this electronically to veronica.croft@taw.org.uk)

Based on the criteria and the attached document outlining the role of Governor, what evidence of skills and experience have you gained to support HLC governing body.

PTO



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- How do you plan to contribute to the future work of the Governing Body?

Please send all completed forms to veronica.croft@taw.org.uk



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Learning Community Trust SCHOOL GOVERNORS: DISQUALIFICATION DECLARATION FORM

Title [Mr / Mrs / Miss / Ms / Dr / Revd etc]:	
All First Names:	
Surname:	
All Previous Name(s):	
Address:	
Post Code:	
Email Address:	
Telephone numbers: (home):	
(work):	
(mobile):	
Date of birth:	
Category of Governor:	

To be completed by Academy

DBS Certificate No: _____ Date of Issue: _____
 [Governors cannot be appointed/re-appointed without a DBS check]

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

- **I am not** a registered pupil of the same school;
- **I am** aged 18 or over at the date of this election or appointment;
- **I do not** already hold a governorship of the same school;
- (in relation to staff and parent governor elections or appointments only) **I have not** been disqualified from holding office as a staff or parent governor at the same school through failure to attend meetings without consent;
- **I have not** within the last twelve months been disqualified through failure to attend meetings without consent from election or appointment as a foundation governor (other than an ex-officio foundation



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governor), LA governor, community governor, partnership governor or sponsor governor at the same school;

- **I am not** the subject of a bankruptcy restrictions order or an interim order, and nor has my estate been sequestrated (temporarily repossessed) and the sequestration has not been discharged, annulled or reduced;
- **I am not** subject to:
 - (a) a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986;
 - (b) a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989;
 - (c) a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002; or
 - (d) an order made under section 429 (2) (b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- **I have not** been removed from the office of trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which I was responsible or to which I was privy or, to which I contributed or which I facilitated by my conduct or, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005
- **I have not** been removed from being concerned in the management or control of any body;
- **I am not** included in the list kept under section 1 of the Protection of Children Act 1999 of those persons considered by the Secretary of State as unsuitable to work with children;
- **I am not** subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction), prohibiting or restricting my employment as a teacher, other employee or worker with children in any school (ISA list);
- **I am not** disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000;
- **I am not** disqualified from registration under part 10A of the children Act 1989 for child minding or providing day care;
- **I am not** disqualified from registration under part 3 of the Childcare Act 2006;
- **I am not** disqualified from being the proprietor of or taking part in the management of any independent school;
- **I have not** been convicted, whether in the United Kingdom or *elsewhere, of any offence and had passed upon me a sentence of imprisonment whether suspended or not:
either,
 - in the five years prior to the date of this governorship for a period of not less than three months without the option of a fine or,
 - in the twenty years prior to the date of this governorship for a period of not less than two and a half years or,
 - at any time for a period of not less than five years.

(*convictions by courts outside the United Kingdom for offences which would not have been an offence in any part of the United Kingdom can be disregarded).



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- **I have not** been sentenced to a fine, in the five years prior to the date of this governorship, for causing a nuisance or disturbance on educational premises;
- **I am not** currently disqualified from holding or continuing to hold office as a governor by virtue of having refused a request by a clerk to a governing body to make an application under section 113 of the Police Act 1997 for a criminal records certificate. **Nor have I refused** such a request by the clerk to this governing body in relation to this governorship.
- **I understand that** I will be required to apply to the Disclosure & Barring Service (DBS) for a disclosure of criminal records if any activities or actions provide “cause for concern”.
- **I also understand that** failure to:
 - submit a fully completed and signed declaration form;
 - provide appropriate identification;
 - consent to a List 99 check
 will disqualify me from being elected or appointed or re-appointed as a governor.

Print Name:	Signature:	Date:	
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FOR OFFICE USE ONLY

Signature: _____ Date: _____

New / Reappointment End Date: _____



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Becoming a School Governor: What do I need to know?

Who Are Governors?

School governors play a key role in helping Principals/Headteachers and their staff to secure the best possible outcomes for the children and young people in our schools.

School governors come from every walk of life. We are looking to recruit people with skills that can be used to strengthen the work of the governing body.

What is the Role of a School Governor?

Governors work as part of a team. They are responsible for making sure the school provides good quality education. Governors govern rather than manage. They are there to give direction and focus by performing a strategic role. The day to day management of the school is the responsibility of the Principal/Headteacher. Governors will support and, at the same time, challenge leaders by gathering views, asking questions and deciding what is best for the school.

Governors are required to play an active part in the decision making process of the school, getting involved in real issues. Governors make important decisions together on policies and strategies.

There are several different categories of governor, each appointed in different ways. In LA maintained schools these are:

Parent: Parent governors are usually parents (or have parental responsibility) of children at the school, or, at the very least, parents of children of compulsory school age. Most are elected by parents of the school in question, if not enough parents stand for election then the governing body can appoint an individual to the position.

Staff: Staff governors are elected by those who are paid to work at the school.

Co-opted: Co-opted governors are appointed by the governing body. In LA maintained schools, this is on the basis of the skills they can bring to support the effective governance and success of the school. Only in governing bodies constituted under the 2012 regulations.

Local Authority (LA): Governors are appointed by the LA. Under the 2012 regulations, your governing body can set eligibility criteria which appointees must meet.

Associate Members: Are not governors, but can be invited to sit on one of the committees of the governing body, usually because they have specific skills. They can be given the right to vote at committee meetings. They can be appointed for between one and four years.

Being a governor can be a demanding but fulfilling role. Some of the things Governors can expect to be involved in include:

- Governing Body Meetings



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- Committee Meetings
- Classroom/school visits to monitor and evaluate provision
- Training and development activities in order to improve the functioning and impact of the governing body
- Appointment of Headteacher and senior staff
- Making strategic financial decisions
- Gathering views from pupils, staff and parents

What Skills do you need to be a School Governor?

Experience has shown that all governors need a strong commitment to the role, the inquisitiveness to question and analyse, and the willingness to learn. They need good inter-personal skills, a basic level of literacy in English (unless a governing body is prepared to make special arrangements), and sufficient numeracy skills to understand basic data. In addition, governors require a specific skill set that will provide a solid foundation of knowledge to support the leadership.

How much time do Governors give?

All schools are different and have individual needs. The normal term of office for a governor is 4 years. Full governing body meetings usually take place once a term. Governors are expected to be involved in interim activities to promote school improvement. The time committed by each governor to these activities would be negotiable with the school.

Those governors, who are employed within business, may find employers will support their role as a governor by letting them have time off work to fulfil these duties.

Governor Training

The School Governance Service offer a varied training programme for governors and governing bodies to assist them in becoming more effective in their role and keep them updated on current issues. The School Governance Service also offers governing bodies bespoke training within their school on relevant topics of their own choice to meet any specific needs

If you are interested in becoming a school governor in Telford and Wrekin then please contact **01952 380808/380868** or e-mail school.governance@telford.gov.uk

Useful Websites

Torch – this website provides up to date information on Telford & Wrekin School

Governance Service:

<https://torch.taw.org.uk/CorporateInformation/SchoolGovernanceService/SitePages/Home.aspx>

National Governors' Association: www.nga.org.uk

DfE: www.education.gov.uk/

School Governance One Stop Shop: www.sgoos.org.uk



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