



7th September 2018

Dear Parents/Carers

Election of Parent Governors

The Tonbridge Federation currently has a vacancy for a parent of a child attending Hugh Christie to become a School Governor.

Every Kent school has a governing body, which includes a number of categories of governors including parent governors. Parent governors are elected to serve for a period between one and four years, though they may resign at any time.

Together with the Executive Principal and Head of School, the governing body has overall responsibility for the running of Hugh Christie and Long Mead Community Primary School. Governors are involved in deciding school policies, allocating the schools' budgets and appointing senior staff. No special qualifications are needed and the most important thing is to have a keen interest in the schools and be prepared to play an active part in the governing body's work. In order to support governors in their work, the County Council provides full training for all governors at no charge to the individual.

The full governing body normally meets five times a year, usually at 6 pm either at Hugh Christie or Long Mead.

If you are interested in this position, please complete the nomination form at the bottom of this letter and return it to me in a sealed envelope or via email by 21st September 2018. Each person nominated must be proposed and seconded by parents/carers who have a child at their school. Anyone standing for election is invited to provide, with his/her nomination, a short personal statement with a maximum of 100 words. The statement should only include biographical information, your reasons for wanting to be a parent governor and the contribution you believe you can make to the governing body. Statements of longer 100 words are not permitted under the election rules.

If the number of nominations received is equal, or less than, the number of vacancies, the nominees will automatically be elected as parent governors. If, however, there are more nominations than vacancies, an election will be held and copies of the personal statements will be sent to all parents. Two weeks will be allowed for the return of ballot papers. Each parent will have one vote for each vacancy, no matter how many children he or she has at the school.

I do hope you will consider standing as a governor or consider nominating another parent/carer. It is an extremely rewarding and important role. If you would like further information about being a school governor, please contact me via Nicki Riddle at Hugh Christie (01732 353544 extension 242) and I will happily discuss it with you.

Yours sincerely

Jon Barker

Executive Principal
Tonbridge Federation

Nomination Form

ELECTION OF PARENT GOVERNORS

PLEASE RETURN THIS FORM TO SCHOOL BY FRIDAY 21ST SEPTEMBER 2018

Hugh Christie School

Please enter IN BLOCK LETTERS your name and address. (You must be the parent/carer of a child registered at Hugh Christie School);

Name

Address

Signature of nominee _____

Parent /Carer of _____ (Name of Child/ren)

We would ask that you include a statement of **no more than 100 words** to support your application. This will be sent to the parents in the event that we have more applications than positions available. If this is more than 100 words, the returning officer will give you 48 hours to shorten the statement or you will be disqualified from the election.

Please email your completed forms to Julia Souter (jsouter@tonbridgefederation.co.uk) or please leave your completed form in a sealed envelope at the school reception for the attention of Jon Barker, Executive Principal.

Please note:

- (I) Further nomination forms can be obtained from the Headteacher.
- (II) The term “parent” includes guardians, foster parents and any person who has actual custody of a child.
- (III) A person is disqualified from holding or continuing to hold office if that person:
- Is the subject of a bankruptcy restrictions order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification 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 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
 - Has been removed from the office of charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body
 - A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when the person is:
 - included in the list kept under section 1 of the Protection of Children Act 1999(a) (list of those considered by the Secretary of State as unsuitable to work with children);
 - subject to a direction of the Secretary of State under section 142 of EA 2002(b) (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);
 - barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006(c);
 - disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000(d);
 - disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010(e) for child minding or providing day care;
 - Disqualified from registration under Part 3 of the Childcare Act 2006(f).
 - The nominee has been convicted, whether in the United Kingdom or elsewhere, of any offence and a sentence of imprisonment (whether suspended or not) has been imposed for a period of not less than three months without the option of a fine.
 - The nominee has been convicted of any offence and a sentence of imprisonment has been imposed on for a period of not less than two and a half years within 20 years preceding the date of appointment
 - The nominee has been convicted under section 547 of EA 1996(a) (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992(b) (nuisance or disturbance on educational premises) of an offence and has been sentenced to a fine.
 - A person is disqualified from holding or continuing to hold office as a governor at any time when the person refuses a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997(c) for a criminal records certificate.

Anyone proposed or serving as a governor who is disqualified for one of these reasons must notify the clerk to the governing body.