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CONNAH'S QUAY HIGH SCHOOL
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10th September 2018

Dear Parent/Carer

ELECTION OF PARENT GOVERNORS – VACANCY NOTICE

We currently have four Parent Governor vacancies at our school and we are looking for nominations from parents to fill these vacancies.

What are governors

The governing body of a school is to ensure standards in all areas, particularly learner achievement and attainment, are high. Its duties include:

- Setting strategic direction, policies and objectives.
- Appointing the headteacher and deputy head.
- Ensuring the right balance of challenge and support for the headteacher.
- Approving the annual school budget.
- Reviewing progress against the school's budget and objectives.
- Reporting to the parents on the school's performance and achievements.
- Responding to external inspection and recommendations.
- Hearing grievances and complaints from learners, parents and staff.
- Providing support and advice, drawing on governors' skills, knowledge and experience.

Most governors are asked to serve on a committee where they have an interest or can make a contribution; these committees consider matters critical to the effective running of the school, such as the curriculum, premises and finance.

How is the governing body made up?

Governing bodies consist of representatives from the school staff, the Local Authority, the local community, and parents:

- Community governors are appointed by the governing body from the wider community. They may have no previous experience or knowledge of the school, but will have knowledge, skill and experience which the governing body needs;
- Local Authority (LA) governors are appointed by the Local Authority that maintains the school;
- Parent governors are voted onto the governing body by other parents and are usually parents of children who attend the school;

- Teacher and Staff governors are elected by relevant staff within the school;
- Associate members are appointed in an advisory capacity by the governing body to enhance the experience or expertise of a committee(s). Associate members can attend full governor body meetings but have no voting rights. High Schools must reserve up to two places for Associate Learner Governors from Year 11, nominated by the School Council.

Parent Governors

To be eligible for nomination, Parent Governors must have a child at our school. The term of office under current regulations for all Governors is currently four years. All Governors have equal status and voting rights.

Statutory Training

The Government of Maintained School (Training requirements for Governors) Wales Regulations, requires all new governors to complete a statutory Induction and Understanding School performance Data training. Details of the courses will be provided and you must complete these sessions within 12 months of appointment. Failure to complete will disqualify you from continuing as a governor.

How to nominate a parent for election as Parent Governor

Nominations must be submitted in writing to me, as Acting Returning Officer, no later than **4.00 pm on Friday 14th September 2018**. Nominations received after this date will not be considered. You will also need to submit a short personal statement, of no more than 150 words, along with your nomination form. This personal statement should also outline any skills you may be able to offer the to the governing body. Ballot papers will be counted on Tuesday 25th September 2018.

Yours sincerely

Mr Gavin Browning
Acting Headteacher

(Acting Returning Officer)

CONNAH'S QUAY HIGH SCHOOL

NOMINATION FORM

Election of Parent Governor(s)

I wish to nominate myself for the position of parent governor. I confirm that I am eligible to stand in accordance with the information provided.

1. Name: _____

2. Address: _____

    _____

3. Email: _____

4. Telephone:
    _____

Name of Child and Year Group _____

PERSONAL STATEMENT (up to 150 words)

Please find below a personal statement in support of my nomination:
(please use reverse of this page for continuation)

_____

_____

_____

_____

_____

ELIGIBILITY FOR NOMINATION under the Government of Maintained Schools (Wales) Regulations 2005 (extract)

These regulations, which came into effect on 18 October 2005, include qualification and disqualification criteria for governors (Regulation 24, Schedule 5).

A governor must: be aged 18 or over at the time of his/her election or appointment.

— not hold more than one governorship at the same school
— not be a governor at more than two schools
— not be bankrupt or disqualified under the Company Directors Disqualification Act 1986 or an order made under section 429(2)(b) of the Insolvency Act 1986
— not have 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 7 of the law reform (Miscellaneous Provisions) (Scotland) Act 1990 from being concerned in the management or control of any body
— not be included in the list of teachers or workers prohibited or restricted from working with young people
— not be disqualified from being a teacher, other school employee or an independent school proprietor
— not have been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a governor or since becoming a governor
— not have received a prison sentence of 2½ years or more in the 20 years before becoming a governor
— not at any time have received a prison sentence of 5 years or more
— not have been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a governor
— not be detained under the Mental Health Act 1983(a)

I have read the qualification and disqualification criteria and confirm my eligibility to be a governor

SIGNED _____ DATE _____