



# NORTH LANCING PRIMARY SCHOOL



Mill Road, Lancing, West Sussex BN15 OPT  
(entrance in Browning Road)

Tel: 01903 752301

Fax: 01903 851132

e-mail: [office@northlancing.w-sussex.sch.uk](mailto:office@northlancing.w-sussex.sch.uk)

Web Site: [www.northlancing.w-sussex.sch.uk](http://www.northlancing.w-sussex.sch.uk)

Headteacher: *Mrs Brown* - Deputy Headteacher: *Mr J Todd*

Wednesday 13<sup>th</sup> November 2019

Dear Parent/Carer,

## Parent Governor Nomination

Every maintained school in England has a governing board and the term of office of one of our parent governors has come to an end. Therefore, I am writing to invite you to stand for election as a parent governor or nominate another parent to do so – although please make sure you ask them first!

No special qualifications are needed. The most important thing is to have a keen interest in the school and be prepared to play an active part in the governing board's work. The governing board plays a key role in the strategic development of the school; a list of experience, skills and other attributes useful for fulfilling this role is attached. It is not expected that you would have all the skills listed rather that it would help you identify many of the key skills you may already have.

Training is available for all governors and there is an expectation that those new to the role of governor would attend free induction training, as well as regular training throughout the year. The role requires a high level of confidentiality and a commitment to give a small, but regular, amount of time. For further information on governance, please read the government publication 'A Competency Framework for Governance'.

If you are interested in becoming a parent governor, please complete the attached nomination form, which you will also find on the school website, and return it to the school office no later than **2:00pm on Friday 22nd November 2019**. You may also include a short election statement to support your nomination, which should be no longer than 250 words.

If more than one nomination is received, I shall send all parents voting papers on **Monday 25th November 2019** which will include the candidates' election statements. These voting papers must be returned to school office in a sealed envelope by **2.00pm on Friday 6<sup>th</sup> December 2019**. The votes will then be counted and each candidate or their authorised representative may attend this count. All parents will be notified of the result.

Please read the regulations concerning the qualifications and disqualifications connected with the office of governor. Nominations must be from parents or carers with children at the school on the day that nominations close. If you would like further information about this role, please email Lynn Carter at [lcarter@northlancing.co.uk](mailto:lcarter@northlancing.co.uk)

Yours faithfully,

*EJBrown*

Returning Officer



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**NOMINATION FORM FOR PARENT GOVERNOR**

**Please complete and return to the school by 2:00pm on 22<sup>nd</sup> November 2019**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Parent/Legal Guardian of \_\_\_\_\_

I wish to stand for election as a Parent governor at North Lancing Primary School. The following two parents or legal guardians of children attending the school support my nomination:

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

**Brief election statement (no more than 250 words)**

I agree to undertake a DBS check and confirm that I am not disqualified from holding office of school governor.

Signature of candidate \_\_\_\_\_

Date \_\_\_\_\_



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**Headteacher: Mrs Brown - Deputy Headteacher: Mr J Todd**

## Qualifications to serve as a school governor

- I am aged 18 or over at the date of this election or appointment;
- I am not a registered pupil at the same school;
- I do not already hold a governorship of the same school;
- I am not the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order;
- I am not the subject of a debt relief restrictions order or an interim debt relief restrictions order;
- I have not had my estate sequestrated and the sequestration has not been discharged, annulled or reduced;
- I have not been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the 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;
- I have not been disqualified from being a company director;
- I am not included in the list kept under section 1 of the Protection of Children Act 1997;
- I am not disqualified from being the proprietor of any independent school or from being a teacher or other employee in any school;
- I am not disqualified from working with children;
- I am not disqualified from registration for child minding or providing day care;
- I have not, in the five years prior to becoming a governor, received a sentence of imprisonment, suspended or otherwise, for a period of not less than three months without the option of a fine;
- I have not, in the twenty years prior to becoming a governor, been convicted as aforesaid of any offence and has had passed on me a sentence of imprisonment for a period of not less than two and a half years;
- I have not, at any time, had passed on me a sentence of imprisonment for a period of not less than five years;
- I have not been fined, in the five years prior to becoming a governor, for causing a nuisance or disturbance on educational premises;
- I am not subject to a disqualification order under the Criminal Justice and Court Services Act 2000;
- I am not subject to a direction of the Secretary of State under Section 128 of the Education and Skills Act 2008.



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