



Yeading Lane, Hayes, Middlesex, UB4 9LE

tel: 0208 839 0600 fax: 0208 839 0661

email: enquiries@barnhill.school

website: www.barnhill.school

Headteacher: Barnhill Community High School: Mr J Jones

May 2022

Dear Parents/carers

Election of a Parent Governor for our School

I am writing to inform you of an exciting opportunity to join our board of Governors as a vacancy has arisen.

School governors are a vital part of our school and this is your opportunity to contribute to the governing body and support the school to provide the best possible education for its pupils.

The following pages explain what being a governor involves, but if you would like further information about being a governor, please contact the Governance Professional, Kate Boulter on kboulter@mlp.org.uk

You can nominate yourself for this by completing the nomination form at the bottom of this letter and returning it to Kate Boulter, via email, kboulter@mlp.org.uk by **Wednesday 18th May, 12 noon.**

If there is more than one nomination, an election will take place and run for five days. You will be informed of the candidates and how to vote if an election is needed.

Yours faithfully,

John Jones
Headteacher





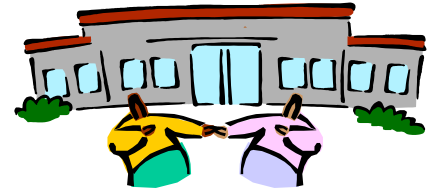
School Governors Information Sheet - Parent Governors

What does the governing body do?

The governing body ...

- sets the strategic direction, objectives, targets and policies;
- reviews progress against plans and targets;
- acts as a critical friend to the head teacher by providing support and challenge.

The governing body has a *strategic role* as opposed to operational role. This helps the governing body focus on their key roles of setting strategic direction, ensuring accountability, and monitoring and evaluation to promote school improvement and raise standards and achievement.



Why are parents needed on the governing body?

The governing body is made up from governors who represent the community served by the school, especially the families who use it, but also the wider public who pay for it and whose quality of life is affected by it. To achieve the right balance on a governing body, there are different categories of governors representing different groups of the school's community (also known as 'stakeholders') and each category is either appointed or elected onto the governing body. Parent governors are needed on all schools governing bodies, as parents play a major part in the school's community.

The categories of governor are ...

- Parent Governor (elected by parents of the school)
- Co-opted Governors – Appointed by the school
- Staff governors
- Associate members – Non voting Governors who are invited to attend meetings for their knowledge, skills or expertise.

What does being a governor actually involve?

Time

Each school has its own needs and the amount of time that governors spend on their governing body will vary. Prospective governors should consider that they must be able to take time to attend meetings and read necessary papers beforehand. As a governor you can expect to spend between three and five hours per month on governance overall, although this will vary.

Training

Free training and development opportunities are offered to support school governors in their role and governors are highly recommended to attend.

Visiting School

Governors will need to see the school in action and therefore scheduled visits are made with the school. Governors do not make unannounced visits.





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Am I eligible to stand as a parent governor?

Only parents of pupils registered at the school are entitled to stand or vote in the election. A parent includes:

- All natural parents, whether they are married or not (including those who do not live with their child);
- Any person who, although not a natural parent, has 'parental responsibility' for a child or young person;
- Any person who, although not a natural parent, has care of a child or young person in the sense that the child lives with them and they look after that child.

Parents who are employed at the school and work more than 500 hours in a school year are not eligible to stand for parent governorship as they qualify to stand as staff governors. However, they may still cast a vote. Parents who are elected members of the local authority are not eligible to stand as parent governors.

Do I need any particular qualifications or skills?

No special qualifications are required, although enthusiasm, commitment and an interest in education are helpful qualities to bring to a governor post. It also helps to be a good listener, taking time to understand the views of different people.

I would like to stand for election, what do I do next?

To stand as a candidate in the election, you will need to complete the nomination form below, and return it to the school before the deadline specified in the letter from the Head teacher.

Where can I get further information about school governors?

Contact Kate Boulter, Governance Professional, on kboulter@mlp.org.uk





Parent Governor Nomination Form

Personal details

Title	<input type="text"/>	Name	<input type="text"/>	Surname	<input type="text"/>		
Gender response	Please tick ✓ the appropriate			Female	<input type="checkbox"/>	Male	<input type="checkbox"/>
Home address (please include your postcode)	<input type="text"/>						
Email address	<input type="text"/>						
Home telephone number	Daytime telephone number		Mobile telephone number				
<input type="text"/>				<input type="text"/>		<input type="text"/>	
Are you an elected member of Hillingdon Council?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
Do you work for a local authority or public service?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
Do you work at this school, or in any other school?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
Please tell us the name of the child or children, and their class, for which you have legal parental responsibility.	<input type="text"/>						
Occupation	<input type="text"/>						
Name of employer	<input type="text"/>						
Have you any experience as a school governor?	*Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			

*If you are currently serving as a school governor, or you are involved with a school governing body in any other way, please tell us which school(s) you are involved with.





Your skills and attributes

The School Governance (Constitution) (England) Regulations 2012 create an explicit requirement that all appointed governors have the skills required to contribute to effective governance and the success of the school. The specific skills that governing bodies need to meet their particular challenges will vary. It is therefore for governing bodies and other appointing persons to determine in their own opinion, having regard to departmental advice, what these skills are and be satisfied that the governors they appoint have them. Schools and appointing bodies may interpret the word skills to include personal attributes, qualities and capabilities, such as the ability and willingness to learn and develop new skills.

Please tell us about your personal and professional skills and attributes which you will use to support the work of the governing body.

Skills and experience (only comment on those applicable to you)	Skill level? (low/medium/ high)	Experience level? (low/medium/ high)
Assessment, monitoring and evaluating skills		
Auditing experience and skills		
Chairing meetings or organisational boards		
Children & young people's services or activities (any sector)		
Coaching/mentoring skills		
Communication skills, including listening and writing		
Community relations experience		
Data analysis skills		
Equal opportunities - understanding and practice		
Financial management, accountancy skills		
Handling complaints, grievances or appeals		
Health & safety understanding		
Health services (particularly relevant in special schools)		
Human resources expertise and staff recruitment		
ICT &/or management information systems		
Knowledge of, and an interest in the local community		
Leadership and management skills and development		
Negotiation and mediation skills		
Performance management of staff or within an organisation		
Policy development		
Premises and facilities management		
Problem solving		
Procurement and purchasing		
Professional legal skills		
Project management		
Public relations and marketing		
Public sector knowledge		
Quality assurance		
Risk assessment		
Safeguarding and child protection		






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Skills and experience (only comment on those applicable to you)	Skill level? (low/medium/ high)	Experience level? (low/medium/ high)
Self-evaluation and/or impact assessment		
Special educational needs and disability (SEND)		
Strategic planning		
Surveying, consultation and/or research		
Teaching and learning (any sector, any phase)		
Work placements/career planning		

Please tell us about any other skills, qualifications, training, or personal and/or professional attributes that you can bring to the role.

Please tell us about yourself and your reasons for wanting to volunteer as a governor.

Governors must attend governing body and committee meetings throughout the year, mostly in the evenings. Governors must also make planned visits to the school during the daytime around once per term. This involves a time commitment from you.

Are you able to spare the time to volunteer as a governor?

Yes No

Governors need to attend training for the role and develop their skills and understanding to support the school. This may mean attending training in evenings or sometimes during the day.





Are you willing to do this?

Yes No

Governors must be actively involved in meetings by reading papers in advance, preparing questions, listening and contributing to discussions and ideas for improving the school.

Do you feel able to contribute to the governing body at meetings?

Yes No

Governors are likely to be asked to undergo an identity and criminal records check as part of the appointment process.

Are you willing to do this?

Yes No

Personal declaration

We welcome every application regardless of gender, age, disability, sexual orientation, race, religion and belief. **Please read the criteria below and confirm that you are not disqualified from serving as a school governor because of these restrictions.**

A governor must be aged 18 or over at the time of their election or appointment and cannot be a registered pupil at the school. A person cannot hold more than one governorship at the same school.

A person is disqualified from holding or from continuing to hold office as a governor if he or she:

- fails to attend the governing body meetings – without the consent of the governing body – for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex officio governors);
- is subject to a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- has had their estate sequestrated and the sequestration order has not been discharged, annulled or reduced;
- is subject to:
 - i) a disqualification order or disqualification undertaking under the Company Directors Act 1986
 - ii) a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
 - iii) a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
 - iv) an order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order);
- has 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;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children;
- is disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002;
- is disqualified from registration for childminding or providing day care;
- is disqualified from registration under Part 3 of the Childcare Act 2006;
- has 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;






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- has received a prison sentence of two-and-a-half years or more in the 20 years before becoming a governor;
- has at any time received a prison sentence of five years or more;
- has 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;
- refuses to allow an application to the Disclosure and Barring Service (DBS) for a criminal records check.
- And specifically for **parent governors...**
 - i) A person is disqualified from election or appointment as a parent governor if they are an elected member of the local authority or;
 - ii) If they work at the school for more than 500 hours in a school year (at the time of election or appointment).

I confirm that I have read the criteria above and that I am not disqualified from serving as a parent governor (please tick ✓ the box).

I acknowledge and agree that the school can use my personal data in this form for the purposes of parent governor election and recruitment. All data is held in accordance with the Data Protection Act 1998. I confirm that the information that I have provided in this application form is accurate.

Signature

Date

