7th November 2017

Dear Parents/Carers

**We Are Looking For A New Parent Governor**

We currently have a vacancy for a Parent Governor on the school’s Governing Body which is open to all parents and carers of children in this school. Please see below for the definition of parent and carer and the eligibility criteria for standing as a Parent Governor.

In addition to the decision to move to Connect Schools Academy Trust (CSAT), Valley Primary School will maintain a Local Governing Body to continue to offer a level of governance for the day-to-day running of the school.

Being a Governor will afford you the opportunity to help shape and guide the progress of Valley Primary School. No specific skills are required to fulfil this important role, as your main purpose is to provide a parental view in the decision making process within the Governing Body. Training and support will be offered to assist you in performing your role as a Governor.

In the attached guide, you will find some frequently asked questions about being a Parent Governor, but if you have any questions, please feel free to contact me. We would really value your involvement and would be very open to discussing how you might be able to assist the school in Improving on its Previous Best. Please feel free to email the school on admin@valley.bromley.sch.uk or contact me via the School Office.

If you wish to stand as a candidate for this interesting and challenging position, please complete and return the attached nomination form in a sealed envelope to the School Office (marked “Parent Governor Nomination”) to arrive **no later than 3.30 pm on Friday 24th November.**

This should include:

1. A completed Nomination Form;

2. A small photograph of yourself;

3. A short statement about yourself (including reasons why you wish to become a school Governor and how you can contribute to the work of the Governing Body). Please note, in the event of an election, this short statement will be used to inform voting parents about you, so please bear this in mind when writing your statement.

In the event that there is more than one application for the Parent Governor vacancy, then an election will be held. If this is the case, I will write again to inform you of this process.

**Eligibility to stand for election as a Parent Governor**

All ‘parents’ may stand as Parent Governors, providing they are not disqualified from holding office as a Governor; see the disqualification criteria below

Parents include:

* the parents (natural or adoptive);
* any individual who has, or has had, 'parental responsibility for, or cares or has cared for, a child or young person under the age of 18';
* a person who the child lives with and who looks after the child, irrespective of what their relationship is with the child - e.g. step-father, grandparents, other relatives, cohabitees and foster parents. NB This must be someone involved in the full-time care of the child on a settled basis**.**

**Disqualification criteria**

Under the Constitution Regulations, no parent (or carer) engaged in paid employment at the school for more than 500 hours in any consecutive 12 month period (at the time of election or appointment) can stand for election/appointment as a Parent Governor of that school, nor can any parent who is an elected member of the Local Authority.

A person is disqualified from holding or from continuing to hold office as a governor or associate member 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 restriction order, an interim bankruptcy restriction order, a debt relief order or an interim debt relief order;
* has had his or her estate sequestrated and the sequestration order 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
* an order made under Section 429(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 any body;
* 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;
* 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 DBS check.

Yours sincerely



Mr. Stephen Jackson

Headteacher