

**TO: PARENTS/GUARDIANS OF CHILDREN ATTENDING
RYE HILLS ACADEMY
ARE YOU INTERESTED IN BEING A PARENT GOVERNOR?**

There are currently three vacancies for a parent governor on the governing body of your child's school. Parents or guardians of children attending the school are invited to apply. This includes any person who is not a parent of a child but who has parental responsibility for him/her or who has care of the child.

What do school governors do?

Governors play an important part, in conjunction with the Head of School, staff and Local Authority in the running of the school. Becoming a Parent Governor would allow you to have input into the work of the school and bring a parent's view to the discussions. The governing body has three core functions:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the Head of School to account for the educational performance of the school and its pupils, and the performance management of staff; and
3. Overseeing the financial performance of the school and making sure its money is well spent

What are the qualifications for becoming a school governor?

The only mandatory requirement is that you are aged 18 or over and not subject to any of the disqualifications listed in the application form. It is important that governors are enthusiastic, interested in the education of young people, willing to learn and prepared to commit some time to the important, interesting and rewarding task of governing the school. However, it is also beneficial if governors can offer additional skills - examples might include financial, human resources or premises management, strategic planning, legal expertise, analysis and interpretation of data or previous governor experience. Governors do not make decisions in isolation, but work as part of a team.

Would there be any training available?

There is an expectation that new governors will attend induction training and that they should also have an ongoing commitment to attend other development courses during their term of office. All training is paid for by the school. There will be no charge to individual governors. New governors are also provided with a welcome pack, including useful information and resources to assist them in their role.

How much time would I be expected to give?

Governing bodies are required to meet at least three times a year. Some meet more frequently. There may sometimes be additional special meetings of the governing body and you will also be expected to be a member of at least one or two smaller committees that meet regularly. Governors are also encouraged to get to know the school by visiting during the day. The average monthly commitment for a governor is estimated as 6-8 hours.

Who else is on the Governing Body?

There are 16 governors in total at Rye Hills Academy, made up as follows:-

4 Parent Governors

3 Staff Governors (Including the Head of School)

1 Non-Governing Staff Member

8 Community Governors (appointed by the Academy Trust)

How long would my appointment last?

Your appointment would be for a period of four years. After that time, the nomination process takes place again and existing parent governors may apply for a further term of office if they are eligible. If a child of a Parent Governor leaves the school, the governor can complete the term of office, unless he/she chooses to resign.

So how do I become a Parent Governor?

If you want to become a Parent Governor, you should collect a nomination form from the school. Your nomination needs the backing of two other parents/guardians from different families.

YOUR SIGNED FORM SHOULD BE RETURNED TO THE SCHOOL IN A SEALED ENVELOPE MARKED "NOMINATION OF PARENT GOVERNOR" NO LATER THAN 12 NOON ON FRIDAY 25 JANUARY 2019.

Nominees will be automatically appointed, unless more nominations are received than there are vacancies available. In this case a ballot will be held and all parents will be sent a ballot paper.

Disqualifications and Checks

There are certain circumstances, which would disqualify a person from becoming a governor. These are given in detail on the back of the nomination form and you should read these and sign the declaration. The successful candidate will also be asked to complete an application form for an enhanced criminal records disclosure from the Disclosure and Barring Service. There is a duty on the governing body to apply for such a certificate within 21 days after your election. You will therefore be asked to provide the required documentation immediately after election, or present to the Chair an existing enhanced criminal record certificate. Should you fail to provide the documentation required to apply for a DBS check it would be seen as a refusal to a request for a criminal records certificate therefore disqualifying you from serving as a governor.

Further details

If you have further queries, which have not been answered, please contact either the school or the School Governor Support Service on the telephone number shown overleaf.



NOMINATION FORM FOR PARENT GOVERNORS
RYE HILLS ACADEMY

You will find attached details of certain regulations concerning applications to become a Parent Governor. Please read these carefully and sign the relevant declarations.

DETAILS OF NOMINEE (in block capitals please)

NAME	DATE OF BIRTH
ADDRESS	
HOME TEL:	WORK TEL:
MOBILE:	EMAIL ADDRESS

YOUR CHILD/REN WHO ARE STUDENTS AT THE ACADEMY (block capitals)

NAME	AGE

SUPPORTERS (in block capitals please)

Your nomination should be supported by two parents/guardians, each from different families, with a child attending the Academy to which you are applying to become a parent governor.

NAME	ADDRESS	CHILD(REN)'S NAME	AGE OF CHILD
SIGNATURE:			
SIGNATURE:			

DECLARATION OF ELIGIBILITY TO BE A PARENT GOVERNOR

Disqualification Criteria

The Articles of Association for the Academy specify circumstances under which a person would be disqualified from serving as a Trustee/Governor of the Academy. The relevant extract is provided at Appendix 1 and you are asked to read this and confirm your eligibility below.

I confirm that I have read the disqualification criteria from the Articles of Association at Appendix 1 and that I am not disqualified from being a governor for any of the reasons specified.

I understand that if I am successful in being elected as a parent governor must apply for a criminal records certificate at enhanced disclosure level.

Your Signature _____

Date _____

Appendix 1

Governor Disqualification Criteria - Academies

The number refers to the relevant article from the Articles of Association

DISQUALIFICATION OF TRUSTEES

68. No person shall be qualified to be a Trustee unless he is aged 18 or over at the date of his election or appointment. No current pupil or current student of any of the Academies shall be a Trustee.

69. A Trustee shall cease to hold office if he becomes incapable by reason of illness or injury of managing or administering his own affairs.

70. A Trustee shall cease to hold office if he is absent without the permission of the Trustees from all their meetings held within a period of six months and the Trustees resolve that his office be vacated.

71. A person shall be disqualified from holding or continuing to hold office as a Trustee if –

a. he has been declared bankrupt and/or his estate has been seized from his possession for the benefit of his creditors and the declaration or seizure has not been discharged, annulled or reduced; or

b. he is the subject of a bankruptcy restrictions order or an interim order.

72. A person shall be disqualified from holding or continuing to hold office as a Trustee at any time when he is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).

73. A Trustee shall cease to hold office if he ceases to be a Trustee by virtue of any provision in the Companies Act 2006, is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

74. A person shall be disqualified from holding or continuing to hold office as a Trustee if he has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible or to which he was privy, or which he by his conduct contributed to or facilitated.

75. Not used.

76. Not used.

77. A person shall be disqualified from holding or continuing to hold office as a Trustee where he has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence

except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011.

78. After the Academy has opened, a person shall be disqualified from holding or continuing to hold office as a Trustee if he has not provided to the chairman of the Trustees a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would in the opinion of either the chairman or the Executive Principal confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.

79. Where, by virtue of these Articles a person becomes disqualified from holding, or continuing to hold office as a Trustee; and he is, or is proposed, to become such a Trustee, he shall upon becoming so disqualified give written notice of that fact to the Clerk.

80. Articles 68 to 74, Articles 77 to 79 and Articles 97 to 98 also apply to any member of any committee or delegate of the Trustees, including a Local Governing Body, who is not a Trustee.