



# MIDDLEWICH HIGH SCHOOL

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KEITH SIMPSON BEd. *Headteacher*

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10<sup>th</sup> September 2018

## Parent Governor Vacancies

Dear Parent(s)/Guardian(s)

The governing body is responsible for both the conduct of the school and for promoting high standards. The governing body carries out its role by setting the vision for the school and then ensuring that the school works efficiently and effectively towards achieving its vision. It does this by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school, and by ensuring accountability and compliance. The governing body of our school is made up of parent governors, staff governors and community governors.

4 vacancies have arisen for parent governors on our governing body. The governing body is asking you to nominate someone with parental responsibility for a child at the school. If more than four nominations are received, then a ballot will be held.

Before you decide to nominate someone, or indeed stand yourself, you may want to know a bit more about what is involved. Governors need not be experts in the field of education. What they do need is an interest in the school and in the welfare of our children and the time and willingness to get involved. The skills you have can be very useful to the governing body. Governors also need what is known as 'soft skills' – the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to question, and to make connections between different types of information. All governors are expected to be able to read straightforward budget reports and data on school standards.

Our governing body expects governors to:

- attend approximately 8 meetings of the full governing body annually.
- visit the school formally for monitoring purposes at least 4 times a year
- visit the school informally at least once a year
- commit to attend training courses, perform additional research as required and take part in monitoring at least 1 area within the school
- Attend school events

In return, our governing body commits to

- provide you with a structured induction
- provide access to quality training via the Governors Learning Partnership.
- provide you with an experienced governor as mentor
- provide informal feedback on your contribution to the governing body on a bi-annual basis

Included with this letter is useful information about the role of a Governor and the skills the Governing Body ideally requires. If you would like to find out more about how you can contribute to governance at our school, please email Rebecca Dale, Clerk to Governors, at [rdale@middlewichhigh.cheshire.sch.uk](mailto:rdale@middlewichhigh.cheshire.sch.uk) with your contact details and I will pass on your details to the chair who will then arrange a time for a conversation. You might also like to look at the information for prospective governors on the Department for Education website:

<http://www.education.gov.uk/schools/leadership/governance/becomingagovernor/rolesandresponsibilities/a0056625/the-role-of-governor-within-the-governing-body>.

Please note that for the protection of children all governor appointments are subject to a vetting process and identity check.

If you would like to put yourself forward as a candidate, please complete and return the attached documents to me by Monday 17<sup>th</sup> September 2018. Your nomination should be accompanied by a short personal statement which should include:

- evidence of the extent to which you possess the skills and experience the governing body desires;
- your commitment to undertake training to acquire or develop the skills to be an effective governor;
- if seeking re-election, details of your contribution to the work of the governing body during their previous term of office; and
- how you plan to contribute to the future work of the governing body.

If it is necessary for there to be an election, I will contact you to let you know about the arrangements.

If there are more nominations than vacancies, an election will be held on Monday 1<sup>st</sup> October and you will be sent a voting paper. You may return the ballot paper either via your child or by post.

Yours sincerely



Mr Keith Simpson  
Head teacher

Enclosed: Nomination form, Eligibility Self Declaration Form

## PARENT GOVERNOR ELECTION: NOMINATION FORM

### Middlewich High School

**This form should be returned to the Headteacher at the school by  
Monday 17<sup>th</sup> September 2018**

I wish to serve as Parent Governor and to be a candidate if an election is necessary.			
<b>FULL NAME</b> (TITLE, FORENAME & SURNAME) <i>BLOCK CAPITALS PLEASE</i>	<b>ADDRESS</b>	<b>SIGNATURE AND DATE</b>	<b>NAME OF CHILD</b> (with CLASS, YEAR GROUP OR TUTOR GROUP)

These parents of children currently attending the school support my nomination.			
<b>FULL NAME</b> (TITLE, FORENAME & SURNAME) <i>BLOCK CAPITALS PLEASE</i>	<b>ADDRESS</b>	<b>SIGNATURE AND DATE</b>	<b>NAME OF CHILD</b>

Please use this space for a brief (100 words maximum) personal statement to support your nomination. This statement, typed in a standard format, with your name, will be circulated to parents if there is a contested election.

Please answer each question by ticking in the relevant column on the right hand side

	YES	NO
<b>Are you</b> aged 18 or over at the date of this election or appointment?		
<b>Have you</b> been disqualified as a governor at this school for failing to attend governing body meetings for a continuous period of six months, beginning with the date of the first meeting missed, without the consent of the governing body? <i>Note: This does not apply to Head Teachers</i>		
<b>Has your</b> estate been sequestrated (temporarily repossessed) and the sequestration not been discharged, annulled or reduced?		
<b>Are you</b> the subject of a bankruptcy restrictions order or an interim order: debt relief restrictions order or interim order?		
<b>Are you</b> subject to: a disqualification order or disqualification undertaking under the Company Directors Act 1986; a disqualification order under the Companies (Northern Ireland) Order 2002; a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002 or an order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order)?		
<b>Have you</b> been removed from the office of a trustee for a charity by an order made by the Charity Commission or Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which you were responsible or to which you were privy or to which you contributed or to which you facilitated by your conduct?		
<b>Are you</b> included in the list (List 99) of teachers and workers with children or young persons whose employment is prohibited or restricted?		
<b>Have you</b> been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body?		
<b>Are you</b> included in the list kept under section 1 of the protection of Children Act 1999 (list of those considered by the Secretary of State as unsuitable to work with children)?		
<b>Are you</b> subject to a direction of the Secretary of State under section 142 of EA 2002(or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction)?		
<b>Are you</b> barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006?		
<b>Are you</b> disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000?		
<b>Are you</b> disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care or disqualified from registration under Part 3 of the Childcare Act 2006?		
<b>Have you</b> , in the five years prior to becoming a governor, or since becoming a governor been sentenced to three months or more in prison (whether suspended or not) without the option of a fine?		
<b>Have you</b> , in the twenty years prior to becoming a governor, received a prison sentence of two and a half years or more?		
<b>Have you</b> , at any time, received a prison sentence of five years or more?		
<b>Have you</b> been fined, in the five years prior to becoming a governor or since becoming a governor, for causing a nuisance or disturbance on school or education premises?		
<b>Are you</b> employed to work at the school or on a contract for services at the school and work for more than 500 hours a year?		

### SCHOOL GOVERNOR ELIGIBILITY SELF DECLARATION FORM

I declare that I am not disqualified from serving as a school governor or as a parent governor.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date\_\_\_\_\_

**This form should be returned to the Headteacher at the school by Monday 17<sup>th</sup> September 2018**