

Runnymede St Edward's Catholic Primary School

Inspire, challenge and support through faith

North Drive
Sandfield Park
Liverpool
L12 1LE

Head Teacher: Miss K Peaston



admin@runnymede-school.org.uk
www.runnymedestwards.co.uk
0151 281 2300

9th October 2024

To Parents/Carers of all Runnymede Pupils

Dear Parent/Carer

Re: ELECTION OF PARENT GOVERNORS: NOMINATIONS

There are two vacancies for parent governors to serve on the Governing Board of Runnymede. We are very keen to encourage parents (or people with parental responsibility) of registered pupils to nominate themselves to fill these places.

The parent governor's role is not to act as a delegate for parents, they share equally with other governors the responsibility for carrying out the governing body's wide range of responsibilities. Governors do not run the school day to day, but rather provide governance and critical oversight to support its well running.

You do not have to be an expert in education to be a school governor, although this of course may be a very valuable skill you might offer. Examples of other such valuable skill sets include experience in child safeguarding, registered charities, law, public sector human resources or finance, but this list is not exhaustive. Following an audit of skills of our current Governing Board, we are ideally looking for parents with a skill set in finances and or construction/building work.

If you join our governing body, you will serve for a four-year term with effect from our next full meeting. Being a governor does take up time; there are 6 full governing body meetings each year; Monday at 4pm for approximately 2 hours. More information about being a maintained school governor can be found on www.gov.uk.

You will need to set aside time to be able to be an effective governor, to prepare for meetings, for visiting the school, undertaking training and updating. It is possible to remain as a Parent Governor to complete your term of office, after your child has left Runnymede.

It is important that appropriate checks are made on anybody who will be working in a school in order to ensure the suitability of all adults working with children. Accordingly, new governors must agree to provide proof of identity and undergo a check in line with current advice issued by the Department for Education.

If you would like to take the opportunity to put yourself forward as a candidate please complete the attached nomination form and email it to; admin@runnymede-school.org.uk, by no later than **4:00 p.m. on Monday 14th October**. If it is necessary for there to be an election (ie if the number of nominations is greater than the number of vacancies) then supporting statements will be circulated to all parents with ballot papers.

Yours sincerely,

K Peaston
Head Teacher





DECLARATION

Governance legislation provides grounds for disqualification from being a parent governor as follows:

- Registered pupils cannot be governors.
- A governor must be aged 18 or over at the time of election or appointment.
- A person cannot hold more than one governor post at the same school at the same time.
- A person is disqualified from being a parent governor if they are an elected member of the LA or paid to work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in any consecutive twelve-month period at the time of election or appointment.
- A person is disqualified from being a governor of a particular school if they have failed to attend the meetings of the governing body of that school for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing body. A foundation, local authority, co-opted or partnership governor at the school who is disqualified for failing to attend meetings is only disqualified from being a governor of any category at the school during the twelve-month period starting on the date on which they were disqualified.
- A person is disqualified from holding or continuing to hold office if that person:
 - is the subject of a bankruptcy restrictions order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been sequestered and the sequestration 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, or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
 - has been removed from the office of charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body
 - has been removed from office as an elected governor within the last five years.
 - is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
 - is barred from any regulated activity relating to children
 - is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008
 - is disqualified from working with children or from registering for childminding or providing day care



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- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- subject to exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor
- subject to exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of two and a half years or more in the 20 years before becoming a governor
- subject to exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more
- has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years prior to or since appointment or election as a governor
- refuses a request by the clerk to make an application to the Disclosure and Barring Service for a criminal records certificate.

I have read the above grounds for disqualification from membership of a governing body and I declare that I am not disqualified on any of these grounds.

Signature

Date



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Timetable of Election of Parent Governors of Runnymede St Edward's Catholic Primary School

<u>Date</u>	<u>Stage in Procedure</u>
Monday 14th October	Nomination forms to be received via email to: admin@runnymede-school.org.uk marked "For the attention of K Peaston Head Teacher"
Wednesday 16 th October	Ballot papers will be sent to all parents/carers if an election is necessary (only if the number of nominations is greater than the number of vacancies)
	<u>Half Term</u>
From – Monday 4 th November To - Friday 8 th November	Votes to be returned to school via your child's class teacher. Please ask your child to hand the sealed envelope to their class teacher.
Monday 11 th November	Votes will be counted at approximately 9.30am the Returning Officer being P O'Donnell, Clerk to Governors.
Monday 16 th November	Successful nominee(s) will be declared Parent Governor(s) until 16 th November 2028 (Governors may resign during their term of office if they wish to do so)
Monday 16 th November	Unsuccessful nominees will be notified and thanked for their interest
Monday 16 th November	All parents will be notified of the result of the election
Monday 16 th November	First business meeting in Runnymede St Edward's Catholic Primary School at 4.00 p.m. Date to be confirmed.



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