

Dear Parent/Carer,

PARENT GOVERNOR ELECTION

I am writing to you to invite you to stand for election as a Parent Governor, or nominate another parent/carer to do so. There are currently two vacancies for the position of Parent Governor in our school.

The Governing Board at Sutton Coldfield Grammar School for Girls is a group of individuals with a broad and diverse mix of skills, knowledge and experience. We all share an enthusiasm for the school, a commitment to the school vision and ethos, and a passion for doing what we can to help make it the best possible environment in which to learn and to work. The Governors are drawn from the parents/carers, the staff and the community.

The Governing Board, with the Headteacher, has overall responsibility for the running of the school, and has three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction of the school;
- Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent and its assets are used effectively.

As a Parent Governor, you'll work with the Governing Board to make sure it effectively carries out the duties referred to above. You'll also play a vital role in bringing a parental perspective to the Governing Board, but you're not there to speak "on behalf" of the parent body. No special qualifications are needed and the most important thing is to have a keen interest in the school and a willingness to play an active part in the Governing Board's work.

The Governing Board is committed to a policy of equality. We recognise that all individuals are different and have different needs. The Governing Board actively encourages applications from those who are currently under-represented in this part of the school. We would also particularly welcome nominations from parents/carers with the following experience or skills:

- Finance and accounting; and/or
- Safeguarding and child protection.

The time commitment required to be a Parent Governor includes attending approximately four Board/Sub-Committee meetings per term, which typically take place on a Tuesday, Wednesday or Thursday evening starting at 6.30pm, and reading the papers sent out in advance of those meetings. The meetings are held either in person at School or virtually on Zoom, and you will be expected to maintain confidentiality. There are also specific "Link Governor" roles that we encourage Governors to consider taking on. Training is available for all Governors and there is an expectation that those new to being a Governor undertake online training modules and read various documents to become familiar with the role, as well as ad hoc training/reading throughout the term of office, as appropriate.

The appendix to this letter summarises the circumstances under which someone cannot serve as a Governor. Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election please complete the enclosed nomination form and return it to the school no later than **3.30 pm on Thursday 10th October 2024**. You may also include a short personal statement

to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent.

If there are more nominations than vacancies, the election will be by secret ballot. If that is necessary, details about voting procedures will be sent to all parents together with the personal statements of all candidates.

If you have any queries or if you would like to discuss the role of Parent Governor at Sutton Girls in further detail, please contact me on chairgov@suttcold.bham.sch.uk.

Thank you in advance for considering this important role and I look forward to hearing from some of you.

Yours faithfully,

A handwritten signature in black ink that reads "Senior". The signature is written in a cursive style with a large, stylized initial 'S'.

Charlotte Senior
Chair of the Governing Board
Returning Officer

Appendix 1: Qualifications and disqualifications to serve as a Parent Governor

A Governor must be aged 18 or over at the time of his/her election or appointment and cannot hold more than one governorship at the same school.

A person is disqualified from election or appointment as a Parent Governor if s/he is employed at the school for more than 500 hours in any 12 consecutive months.

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

- is a registered pupil at the school;
- has failed to attend Governing Board meetings at the school without the consent of the Governing Board, for a continuous period of six months;
- has been disqualified for failing to attend Governing Board meetings at the school without the consent of the Governing Board, for a continuous period of six months whilst serving as a Governor at the school in the last 12 months;
- has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced;
- is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- is subject to:
 - a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
 - a disqualification order under the Companies Directors Disqualification (Northern Ireland) Order 2002
 - 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 an order made by the Charity Commission or Commissioners or 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 to which he contributed or he facilitated by his conduct; or
- has 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;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children (under section 1 of the Protection of Children Act 1999);
- is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);
- is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008;

- is barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006;
- is disqualified from working with children under sections 28, 29, or 29A of the Criminal Justice and Court Services Act 2000;
- is disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care;
- is disqualified from registration under Part 3 of the Childcare Act 2006;
- has been convicted of any offence and received a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months (without the option of a fine) in the 5 years before or since becoming a Governor;
- has been convicted of any offence and received a prison sentence of two and a half years or more in the 20 years before becoming a Governor;
- has been convicted of any offence at any time and received a prison sentence of 5 years or more;
- has been convicted of an offence and sentenced to a fine under section 547 of EA 1996 (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992 (nuisance or disturbance on educational premise) during the 5 years prior to or since appointment or election as a Governor;
- has refused a request by the clerk to the Governing Board to make an application under section 113B of the Police Act 1997 for a criminal records certificate.

Appendix 2: Nomination form

NOMINATION FORM FOR THE ROLE OF PARENT GOVERNOR AT SUTTON COLDFIELD GRAMMAR SCHOOL FOR GIRLS (Completed nomination forms must be returned to the School (in hard copy to the School Office or by PDF to chairgov@suttcold.bham.sch.uk) by 3.30pm on Thursday 10th October 2024)

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election:

Name: _____

Address: _____

Email Address: _____

Phone number (for contacting with the results of the election): _____

Signature of person nominated: _____

Signature of proposer (if different to nominee): _____

Name and address in BLOCK letters of proposer (if different to nominee):

Personal Statement (maximum 250 words)

I wish to submit my nomination for the election of parent governor.

I confirm (i) that I am willing to stand as a candidate for election as a parent governor and (ii) that I am not disqualified from holding office for any of the reasons set out in the School Governance (Constitution) (England) Regulations 2012 (included at Appendix 1 to the Nomination Letter).

Signature

Date