



26th September 2016

Dear Parent

ELECTION OF SCHOOL GOVERNING BODIES ELECTION OF PARENT GOVERNOR

There is a VACANCY for a parent governor on the Governing Body of your child's school. The Headteacher has been asked to make arrangements for an election to be held in order to fill the vacancy.

All parents, or legal guardians, of pupils registered at the School are eligible to participate in the election. Those elected will serve for a period of four years and may continue as Governors even if their child or children leave the school during their term of office. They may of course, resign at any time during the four years.

School Governors have an important part to play in ensuring that the requirements of the National Curriculum are met, establishing standards of behaviour, the selection of staff, budget matters, and preparation and presentation of the Annual Report to Parents. Governing Bodies are required to meet at least once a term and most meet after 5.00 p.m. or in the evening. The Governing Body at its Annual Meeting will decide the frequency and time of meetings.

Further information outlining the role and responsibilities of a school governor can be found on our website (www.monmouthcomprehensive.org.uk) under the Governors section, along with a schedule of dates and times of forthcoming governors meetings.

Those parents who have already served as Governors may choose to seek re-election provided they still have a child or children attending the school. Grandparents of pupils are not allowed to take part in the election unless they are the legal guardians of the child. No Governor may serve on more than two school Governing bodies in any category.

I enclose a nomination form to enable you to put your name forward for election. All nominees must be parents of pupils registered at the school. Nominees may include a brief personal statement to be distributed to parents in the event of a ballot.

The nomination form should be returned to your child's school by the given date. If the number of valid nominations is equal to or less than the number of vacancies, these parents will be declared as parent Governors. If the nominations exceed the number of vacancies all parents will be given the opportunity to vote in a secret ballot. Details of the election will be sent to you at the appropriate time, if this is necessary.

The names of parents elected to serve on the Governing Body will be displayed at the School.

Yours sincerely

Emma Lawrence
Governor Support Officer
Education Achievement Service for South East Wales



Old Dixon Road, Monmouth, Monmouthshire NP25 3YT

Telephone: 01600 775177 Fax: 01600 775151 E-mail: monmouthcomp@monmouth.schoolsedu.org.uk Website: www.monmouthcomprehensive.org.uk

All Governors must:

- × **Be aged 18 or over at the time of their election or appointment. Pupils may be governors but few are likely to be eligible.**
- × **Not hold more than one governorship at the same school.**
- × **Not be a governor of more than two schools (unless as an ex officio or temporary governor or an additional governor at a school causing concern).**
- × **Not be an ex officio governor specified in the instrument of government of more than two schools.**
- × **Not have been adjudged bankrupt or sequestration of his or her estate has been awarded and (in either case) he or she has not been discharged and the bankruptcy order has not been annulled or rescinded; or he or she has made a composition or arrangement with, or granted a trust deed for. His or her creditors and has not been discharged in respect of it.**
- × **Not have been disqualified under the Company Directors Disqualification Act 1986(1), a disqualification order under part 2 of the Companies (Northern Ireland) Order 1989 (2). A disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002(3), or an order made under Section 429(2)b of the Insolvency Act 1986.**
- × **Not have 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 of the charity for which he or she was responsible or to which he or she was privy, or to which he or she contributed or which he or she facilitated by his or her conduct; or under Section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990(5) (powers of Court of Session to deal with management of charities) from being concerned in the management or control of any body.**
- × **Not be included in the list of teachers and workers with children or young people whose employment is prohibited or restricted under section 1 of the Protection of Children Act 1999(1); subject to a direction of the National Assembly for Wales or the Secretary of State under section 142 of the 2002 Act; disqualified from working with children under sections 28 and 29 of the Criminal Justice and Court Services Act 2000(2); or by virtue of an order made under section 470 or section 471 of the 1996 Act(3), disqualified from being the proprietor of any independent school or from being a teacher or other employee in any school.**
- × **Not have been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a governor, or since becoming a governor.**
- × **Not have received a prison sentence of 2 and a half years or more in the 20 years before becoming a governor.**
- × **Not have been convicted of any offence at any time that has incurred a sentence of five years or more.**
- × **Not have been convicted outside the United Kingdom of an offence which, if the facts giving rise to the offence, had taken place in the United Kingdom would have constituted an offence under the law in force in that part of the United Kingdom.**
- × **Not have been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a governor.**
- × **Not also act as clerk to the governing body or its statutory panels.**
- × **Not be liable to be detained under the Mental Health Act 1983 (1) or under any reenactment or statutory modification of that Act in force from time to time.**
- × **Not, without the consent of the governing body, have failed to attend the meetings thereof for a continuous period of six months beginning with the date of the first such meeting he or she failed to attend and on expiry of that period is disqualified from continuing to hold office as a governor of that school. A governor who has been disqualified as a governor of a school for failing to attend meetings for a continuous period of six months beginning with the date of the first such meeting he or she failed to attend is not qualified for election, nomination or appointment as a governor of any category at that school during the twelve months immediately following his or her disqualification.**

PART A

The Governing Body of Monmouth Comprehensive School

Parents of pupils registered at Monmouth Comprehensive School are entitled to elect a Parent Representative to serve on the School Governing Body to fill a vacancy which has arisen.

A Parent wishing to nominate him/herself should complete Parts A and B of this form then return it to the Headteacher of the School by **Monday 10th October 2016**

Parents nominating themselves may wish to offer a brief personal statement for publication to other parents. If this is the case please use the space provided below. Any statement should be printed, in order to avoid any misinterpretation when Part B is reproduced and circulated to parents with a voting paper if a ballot is required.

Full name and Address of Nominated Parent:

Signed..... Date.....



(office use only)

PART B

Personal Statement of Nominee

Print Name..... Date.....