



The Whartons Primary School

Head Teacher: Mrs Julia Dickson

The Whartons
Otley
West Yorkshire
LS21 2BS
Tel: 01943 465018
Fax: 01943 465180

9th September 2016

Dear Parents,

The Governing Body and Mrs Julia Dickson warmly invite you to consider nominating yourself as a candidate to fill a 'Parent Governor' vacancy on the Governing Body of the Whartons Primary school. The purpose of the Governing Body is to:

- help the school to set high standards by planning for the school's future and setting targets for school improvement
- be a critical friend to the school, both challenging and offering support/advice
- help the school respond to the needs of pupils, parents and the community
- make the school accountable to the public for what it does
- work with the school on planning, developing policies and keeping the school under review
- exercise its responsibilities and powers in partnership with the Headteacher and staff
- not intervene in the day-to-day management of the school unless there are identified problems in the school, when it then has a duty to take action.

The Governing Body is made up of representatives from the community, Local Authority, staff members and Parent Governors. There are named Governors with specific responsibilities such as Child Protection, Training and Special Educational needs. The Governing Body is divided up into three sub-committees: Teaching and Learning, Resources, and Pupil Support. Each sub-committee reports progress or any issues to meetings of the full Governing Body.

The Governing Body and the school have been thoroughly tested recently with Inspection visits from Ofsted and Her Majesty's Inspectorate (HMI); both have found the Governing Body to be working effectively, "providing support and challenge in equal measure"

The current members of the Governing Body are from diverse backgrounds and have a variety of skills. We are a professional and friendly group, committed to maintaining and improving standards at the school.

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No special qualifications are needed other than a commitment to the school and some time to spare. The Governing Body meets five times a year and each subcommittee meets each half term. As a Governor you may also be asked in the future to help in staff recruitment, sit on panels or represent the school when we are inspected. Any parent of a child at the school is entitled to stand as a candidate. Please note that you are not eligible to be a Parent Governor if you work at the school in any capacity for more than 500 hours per year. A nomination slip is attached. If you wish to offer yourself as a candidate you should complete the slip and return it to school by Wednesday 14th September 2016. If we receive just one nomination then that person will be automatically declared as the Parent Governor accepted. If there is more than one nomination then a ballot of all parents will be held to select the Parent Governor. For this purpose nominees are invited to prepare a short statement which will be circulated with the ballot forms. Space for this is included below the nomination slip. The length of the statement should be no more than 200 words and should include information to help other parents select you as a suitable candidate. The new governor will follow an informal induction, and will be paired with an existing Governor to help guide them through the first few months. Training and support are also available through the Leeds Education Department.

If you would like more information before deciding whether to stand, please feel encouraged to contact any of the existing Governors (details on the notice board in the entrance area and on the school website) or more specifically Mrs Dolphin, Mrs Dickson or the Chair of Governors, Julie Cameron-Young. There is a wealth of information available Via the Governor Support Service on Leeds 0113 247 5560 or online.

We look forward to welcoming a new parent onto the Governing Body.

Yours most sincerely,

Julia Dickson, Headteacher

Julie Cameron-Young, Chair of Governors



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Dear Governor/Associate Member

All governors and associate members are asked to sign a self-declaration proforma to confirm that they are eligible to be a governor or associate member. Please see the list below which details when a person is not eligible to serve as a school governor as laid down by School Governance (Constitution) (England) Regulations 2003 (regulation 20 and Schedule 6). Please read these carefully. If you are happy that none of the criteria apply to you, please sign and date the form and return it directly to the Headteacher at your school. If you are unsure whether you are eligible or not please contact Governor Support Service on 0113 247 5560 for clarification.

People may not serve as school governors who:

- * are at any time during their period of office detained under the Mental Health Act 1983(c);
- * have failed to attend the governing body meetings 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(not applicable to ex officio governors);
- * their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced;or they are the subject of a bankruptcy restrictions order or an interim order;
- * are subject to a disqualification order or disqualification undertaking under the Company Directors 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 492(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- * 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, or under Section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 from being concerned in the management or control of any body;
- * are included in the list of teachers or workers prohibited or restricted from working with children or young people;
- * are disqualified from working with children;



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- * are disqualified from being an independent school proprietor, teacher or employee by the Secretary of State for Education and Skills;
- * have received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor;
- * have received a prison sentence of 2.5 years or more in the 20 years before becoming a governor;
- * have at any time received a prison sentence of five years or more;
- * have been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor;
- * refuse an application being made to the Criminal Records Bureau for a criminal records certificate.

I confirm that I am eligible to be a school governor. I do not fulfil any of the above disqualification criteria.

Signed:

Date:



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