

24th January 2019

Dear Parent/Carers,

Governing Body for Colindale Primary School Election for one Parent Governor

We now have a vacancy on the Governing Body for one Parent Governor. If you wish to seek nomination as an elected Parent Governor, please complete the nomination form attached. This form should be completed, with the accompanying personal statement of no more than 150 words and returned to the Headteacher **no later than 3.30 p.m. on Thursday 7 February 2019.**

Outlined below is some general information on the role of a Parent Governor.

1. Governing Bodies play a vital role in the management of their schools, as well as being a crucial link between the school and the local community. Becoming a governor is your chance to bring the views and experience of a parent to bear directly on the education being offered in your child's school. It is especially useful to have a variety of outlooks reflective of our multi-cultural society.
2. The Governing Body works closely with the Headteacher to achieve high standards for all your children, building on Barnet's reputation for academic excellence and care for the individual child.
3. Being a governor is a responsible and sometimes time-consuming job. To help you make a decision, you may wish to speak to a current governor or to the Headteacher. The following specific points may be helpful to you.
4. An election is held whenever a Parent Governor's term of office expires, or a vacancy occurs through resignation. The term of office is currently 4 years.
5. Ballots are only necessary when there are more nominations than places available. These are secret ballots for which voting papers are provided.
6. There are certain regulations, which disqualify candidates from becoming governors. These relate specifically to bankruptcy or criminal offence.

With effect from 1 September 2003 a person is disqualified from becoming a parent governor if they are an elected member of the LA or work at the school for more than 500 hours a year (at the time of their appointment).

7. In addition to Parent Governors, who are elected by other parents whose children attend the same school as their own, there are other categories of governor:
 - LA Governor – appointed by Barnet Council;
 - Staff Governor – elected by teaching/non-teaching staff;
 - Co-opted Governor – appointed by members of the Governing Body;
 - Headteacher Governor.



9. Governors should get to know their schools on a first-hand basis; will make decisions corporately which will influence and shape children's education; and, through their commitment, experience and skills, help schools to develop.
10. The kind of decisions that governors make will include the following: agreeing educational priorities with the Headteacher and the staff; deciding how the school budget should be allocated; sharing with the Headteacher and the staff responsibility for the school's curriculum; approving school policies; appointing school staff; preparing an annual report and holding a meeting with parents to discuss it.
11. Governors are expected to give up some time to the following: Attending meetings of the Governing Body at least once a term; reading papers in preparation for these meetings; taking part in committee meetings or appointments panels from time to time; attending school functions; attending training sessions.
12. The LA has a comprehensive programme of support and development for governors, which can be accessed through Governor Services.
13. Being a governor is an opportunity to have direct involvement in your child's school; personal development and mental stimulation; the satisfaction of being part of a dedicated team; the opportunity to meet new people; interesting and rewarding work; fulfilment from helping young people.
14. If you are interested in becoming a governor you should complete the nomination form and find two other parents of children at your child's school to propose and second your application. Prepare a brief profile of **not more than 150 words** explaining why you wish to become a governor. This might include the following: why you think you are a suitable candidate; any interests which are relevant to your application; details of your job or any voluntary work you are involved in; any links with or current involvement in education; any other experience which you think is applicable.

If you would like any more information or have any questions, please do not hesitate to contact me at Colindale Primary School via the school Office.

Please return your nomination form and profile to the Headteacher no later than 3.30 p.m. on Thursday 7th February 2019.

Yours sincerely

Lucy Rodgers
Headteacher





Head Teacher: Lucy Rodgers

Deputy Head: Wendy Wayland

CO-OPTED GOVERNORS NOMINATION FORM

Please complete the following questions and return the form to Head Teacher.

DETAILS (please write in black or blue pen)

Surname: _____ Title: _____

Forenames: _____

Address: _____

Home Tel: _____ Work Tel: _____

Mobile Tel: _____ Fax No: _____

E Mail Address: _____

Occupation: _____

Do you have children of school age and if so attending which schools? _____

Do you have previous experience of being a governor? If yes, please indicate whether you were a Foundation / co-opted / parent / staff / teacher / or LEA Governor.

Do you belong to any local business and/or organisations? How could you help represent the wider community? Please detail:

Do you have previous experience or skills which you think might be of use to the Governing Body? Please elaborate:

Please detail below any involvement in promoting education or supporting the development of children:

It would be helpful if you could let the Governing Body know why you wish to become a school governor:

I declare **I do / I do not** have a criminal or police record which would prevent contact with children.
***Please delete as applicable.**



Clovelly Avenue, Colindale, London NW9 6DT
Email: office@colindale.barnetmail.net

Tel: 020 8205 8706 Fax: 020 8200 9859
Web: www.colindale.barnet.sch.uk



Head Teacher: Lucy Rodgers

Deputy Head: Wendy Wayland

Personal Statement no more than 150 words

I confirm all the above information to be correct:

Signed: _____ Date: _____

(Please note: In order to comply with new legal requirements concerning persons working with children and young people under 18, successful candidates will be asked to provide proof of identity in order that police clearance may be obtained)

Privacy Statement

Barnet Council has a duty to protect the public funds it administers and may use the information you have provided for the prevention and detection of crime. We may also share information with other council departments or external organisations in order to undertake our functions as a local authority. We will always comply with the requirements of the Data Protection Act 1998 and never give information about you to anyone else, or use information for another purpose unless the law allows us. If you want to know more about how your information is used visit www.barnet.gov.uk/privacy



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DECLARATION FORM

Name _____

Address _____

Postcode _____

Telephone number (Home): _____ (Work) _____

(Mobile) _____

A governor must be aged 18 or over at the time of their election or appointment and cannot be a registered pupil at the school. A person is disqualified from holding or from continuing to hold office as a governor if he or she:

- fails to attend the governing body meetings – without the consent of the governing body – for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex-officio governors);
- is subject to a bankruptcy restriction order or an interim order;
- has had their estate sequestrated and the sequestration order has not been discharged, annulled or reduced;
- is 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
 - an order made under section 492(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 Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of anybody;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children;
- is disqualified from working with children or subject to a direction under section 142 of the Education Act 2002;
- is disqualified from registration for childminding or providing day care;
- is disqualified from registration under Part 3 of the Childcare Act 2006;
- has 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;
- has received a prison sentence of 2.5 years or more in the 20 years before becoming a governor;



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- has at any time received a prison sentence of five years or more;
- has 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;
- refuses to allow an application to the Criminal Records Bureau for a criminal records certificate;
 - has been an elected parent or staff governor and removed from the Board during their term of office within the past five years.

I confirm that I am not disqualified from serving because of the criteria listed above.

I confirm that in the event that I am elected/appointed I will notify the clerk to the governing body immediately should I become disqualified during my term of office.

Signature _____ Date _____

If information submitted on this form is inaccurate, the named person will be disqualified from governorship immediately. If the named person's circumstances change in relation to any of the statements above, the Headteacher should be informed forthwith.



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