



Busbridge CE (Aided) Junior School
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Headteacher
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13th May 2022

Dear Parents & Carers,

BUSBRIDGE CofE JUNIOR SCHOOL PARENT GOVERNOR ELECTION

I am writing to invite you to stand for election as a parent governor. We currently have one vacancy.

All members of the Governing Body have three strategic functions:

- developing the vision, ethos and strategic direction of the school
- holding school leadership to account for the performance of the school and staff
- ensuring sound, proper and effective use of the school's financial resources.

Governors are not responsible for the day-to-day internal organisation, management and control of the school.

No special qualifications or previous governance experience is needed to be a governor but we would particularly welcome nominations from parents with the following skills and/or a willingness to undertake training to develop skills in these areas. Good interpersonal skills are essential.

- experience with Safeguarding;
- experience of HR (although the school does have access to education HR advice through our partner at Surrey, Strictly4S).

You must be committed to safeguarding training at least annually, other on-going governor training and to working alongside other governors; attending governing body full governing body meetings and committees to which you are appointed and carrying out school visits to learn about the school as required. Training is available for all governors and this governing body has an expectation that those new to governance attend free induction training.

The School Governance (Constitution) (England) Regulations 2012 summarises the eligibility criteria and circumstances under which someone cannot serve as a governor. In addition, parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority, are not eligible to stand in these elections. Nominations must be from parents (or carers/guardians) with children registered at the school on the day that nominations close.

Governors must agree to abide by the governing body's Code of Conduct. Information about being a parent governor and the protocol for governor removal are also enclosed for your information. If elected, you will be subject to the usual Disclosure and Barring Service checks and Section 128 check.

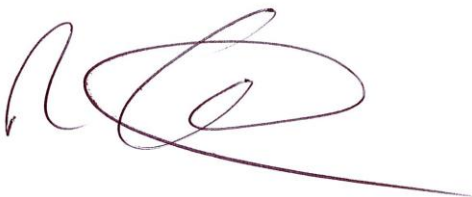


If you would like to stand for election, please complete the enclosed nomination form and return it to the school no later than **12 noon on Monday 6th June 2022**. You must include a short personal statement to support your nomination and set out your skills and experience, how you believe you can contribute to the future work of the governing body, confirm your commitment to undertake training and if you are a parent governor seeking re- election, details of your contribution to the work of the governing body during your previous term of office.

If, at the cut-off date for nominations on Monday 6th June 2022, there are more nominations than vacancies, a ballot will take place and I will advise you if this is to be the case. If that is necessary, voting papers, including candidate names and personal statements, will be sent to all parents electronically within 3 working days together with details of the ballot procedure. The ballot will close 10 days after ballot forms are issued, a count will take place and the result of the election will be made within 1 day of the count.

All candidates are entitled to be present at the ballot count although you are not required to do so and the result of the ballot is not affected if you do not attend. Please let the returning officer know if you wish to be at the count.

Yours faithfully,



Richard Catchpole

Headteacher/Returning Officer



PARENT GOVERNOR ELECTION NOMINATION FORM

Please complete the information below IN BLOCK LETTERS (except for email)

Your Name:	
Your Address:	
Your Email:	
Number of Children at Busbridge CE Junior School (Please include their Year Groups)	

*please note your personal information is only used by the school as part of the election process.

PERSONAL STATEMENT. Please provide information on your skills and experience and your reasons for applying to be a school governor OR if you are applying for re-appointment, evidence of the contribution you have made as a governor in your previous term. Statements should be no longer than 250 words.

Please continue overleaf if necessary.



I wish to submit my nomination for the position of parent governor (please indicate)

I confirm that I am willing to stand as a candidate for election as a parent governor. **YES/NO**

I confirm that I am not disqualified from holding office for any of the reasons set out in the School Governance Regulations/ Eligibility Criteria. **YES/NO**

I confirm that I am willing to undertake safeguarding and induction training and further ongoing training throughout my term of office. **YES/NO**

By signing this form, I agree that I understand the responsibilities of being a governor and also agree to abide by the governing body's Code of Conduct.

Signature Date

COMPLETED NOMINATION FORMS MUST BE RETURNED TO THE SCHOOL BY 12 NOON ON Monday 6th June 2022



ELIGIBILITY TO BE A SCHOOL GOVERNOR

QUALIFICATIONS & DISQUALIFICATIONS | SCHEDULE 4 | The School Governance (Constitution) (England) Regulations 2012

General

1. A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when the person is a registered pupil at the school.
2. A person is disqualified from being elected or appointed as a governor unless the person is aged 18 or over.
3. Save as otherwise provided in these Regulations, the fact that a person is qualified to be elected or appointed as a governor of a particular category at a school does not disqualify the person from election or appointment or from continuing as a governor of any other category at that school, but no person may at any time hold the office of more than one governor of the same school.
4. Any person who is disqualified from holding office as a governor of a school under this Schedule is likewise disqualified from holding or continuing to hold office as an associate member of the governing body unless the disqualification is under paragraphs 1 or 2 of this Schedule.

Disqualification criteria for categories of governor

- 5.—(1) A person is disqualified from election or appointment as a parent governor of a school if the person—
 - (a) is an elected member of the local authority; or
 - (b) is paid to work at the school for more than 500 hours in any twelve consecutive months.
- 5.—(2) A person (“P”) is not disqualified from continuing to hold office as a parent governor because P ceases to be a parent of a registered pupil at the school or to fulfil any of the requirements set out in paragraphs 10 and 11 of Schedule 1 (as the case may be) .
6. A person is disqualified from appointment as a local authority governor if the person is eligible to be a staff governor of the school.
- 7.—(1) A person is disqualified from nomination or appointment as a partnership governor of a school if the person is—
 - (a) a parent of a registered pupil at the school;
 - (b) eligible to be a staff governor of the school;
 - (c) an elected member of the local authority; or
 - (d) employed by the local authority in connection with their education functions.
- 7.—(2) The disqualification criterion in paragraph 7(1)(d) does not apply in the case of a person who is employed by a local authority in England under a contract of employment providing for the person to work wholly at a school or schools maintained by the local authority.



8. Upon ceasing to work at the school, a staff governor of a school is disqualified from continuing to hold office as such a governor.

Failure to attend meetings

9.—(1) This paragraph applies to every governor, other than governors who are governors by virtue of the office that they hold.

9.—(2) A governor who, without the consent of the governing body, has failed to attend their meetings for a continuous period of six months beginning with the date of the first such meeting the governor fails to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school.

9.—(3) A foundation governor, authority governor, co-opted governor or partnership governor who has been disqualified as a governor of a school under sub-paragraph (2) is not qualified for election, nomination or appointment as a governor of any category at that school for twelve months starting on the date on which they are so disqualified.

Bankruptcy

10. A person is disqualified from holding or continuing to hold office as a governor of a school if—

(a) the person's estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or

(b) the person is the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order(17), a debt relief restrictions order or an interim debt relief restrictions order(18).

Disqualification of company directors

11. A person is disqualified from holding, or from continuing to hold, office as a governor of a school at any time when the person is subject to—

(a) a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986(19);

(b) a disqualification order under the Company Directors Disqualification (Northern Ireland) Order 2002(20);

(c) a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002; or

(d) an order made under section 429(2)(b) of the Insolvency Act 1986(21) (failure to pay under county court administration order).

Disqualification of charity trustees

12. A person is disqualified from holding or from continuing to hold office as a governor of a school if—

(a) the person ("P") has been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which P was



responsible or to which P was privy, or to which P contributed or which P facilitated by P's conduct; or

(b) the person has been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005(22), from being concerned in the management or control of any body.

Persons whose employment is prohibited or restricted

13. A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when the person is—

(a) included in the list kept under section 1 of the Protection of Children Act 1999(23) (list of those considered by the Secretary of State as unsuitable to work with children);

(b) subject to a direction of the Secretary of State under section 142 of EA 2002(24) (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);

(c) barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006(25);

(d) disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000(26);

(e) disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010(27) for child minding or providing day care; or

(f) disqualified from registration under Part 3 of the Childcare Act 2006(28).

Criminal convictions

14.—(1) Subject to sub-paragraph (6) below, a person is disqualified from holding, or continuing to hold, office as a governor of a school where any of sub-paragraphs (2) to (4) or (6) below apply to the person.

14.— (2) This sub-paragraph applies to a person (“P”) if—

(a) within the period of five years ending with the date immediately preceding the date on which P's appointment or election as governor would otherwise have taken effect or, as the case may be, on which P would otherwise have become a governor by virtue of an office, or

(b) since P's appointment or election as governor or, as the case may be, since P became a governor by virtue of an office, P has been convicted, whether in the United Kingdom or elsewhere, of any offence and a sentence of imprisonment (whether suspended or not) has been imposed on P for a period of not less than three months without the option of a fine.

14.— (3) This sub-paragraph applies to a person (“Q”) if within the period of 20 years ending with the date immediately preceding the date on which Q's appointment or election as governor would otherwise have taken effect or, as the case may be, on which Q would otherwise have become a governor by virtue of an office, Q has been convicted of any offence and a sentence of imprisonment has been imposed on Q for a period of not less than two and a half years.



14.— (4) This sub-paragraph applies to a person who has at any time been convicted as aforesaid of any offence and a sentence of imprisonment has been imposed on the person for a period of not less than five years.

14.— (5) For the purposes of sub-paragraphs (2) to (4) above, any conviction by or before a court outside the United Kingdom of an offence which, if the facts giving rise to the offence had taken place in any part of the United Kingdom, would not have constituted an offence under the law in force in that part of the United Kingdom must be disregarded.

14.— (6) This sub-paragraph applies to a person (“R”) if—

(a) within the period of five years ending with the date immediately preceding the date on which R’s appointment or election as governor would otherwise have taken effect or, as the case may be, on which R would otherwise have become a governor by virtue of an office, or

(b) since R’s appointment or election as governor or, as the case may be, since R became a governor by virtue of an office, R has been convicted under section 547 of EA 1996(29) (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992(30) (nuisance or disturbance on educational premises) of an offence and has been sentenced to a fine.

Refusal to make an application for a criminal records certificate

15. A person is disqualified from holding or continuing to hold office as a governor at any time when the person refuses a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997(31) for a criminal records certificate.

Notification to clerk

16. Where a person (“P”) is, or is proposed to become, a governor and by virtue of any of paragraphs 10 to 14 P is disqualified from holding, or from continuing to hold, office as a governor, P must give notice of that fact to the clerk to the governing body.

I confirm I am eligible to stand as a governor. Anyone proposed or serving as a governor, who is disqualified for one of these reasons, must notify the clerk of the governing body.

Name.....

Signature.....

Date.....

