20th September 2024

Dear Parent/Carer,

I am writing to you to invite you to stand for election as a parent governor/trustee or to nominate another parent to do so. We currently have onevacancy and the term of office is 4 years.

**The role of the governing board**

Governing boards work together to:

·       develop a vision and strategy for the school

·       oversee financial performance and make sure money is well spent

·       hold the headteacher to account for the educational performance of the school

·       engage with pupils, staff, parents and the wider school community to understand their views

**Please see the School Governors: A Guide for Parents leaflet which provides more**

**information about the role.**

**Who can stand for election?**

To be able to volunteer, you need to be a parent, carer (or someone who has parental responsibility) for a child at Mossley CE Primary School. You do not need any specific qualifications. The enclosed Eligibity & Disqualification Summary outlines the circumstances under which someone cannot serve as a parent governor/trustee.

To fulfil the role, you will need to:

·       attend regular meetings (approx 10 each year)

·       visit the school occasionally

·       read documentation in readiness for meetings

·       take part in induction training and ongoing development (which will be provided for you)

Every governing board needs a balance and diversity of knowledge, skills and experience. The governing board would welcome applications from:

* those with a legal background
* those with a HR background
* those with an accountancy background

**How to apply**

If you would like to apply, please complete the attached nomination form and return it to head@mossleyce.cheshire.sch.uk. Should you require a printed copy of the nomination form, these will be available to collect from the school office. Paper nominations should be returned to the school office in a sealed envelope.

**The closing date for nominations is 4th October 2024.**

If you are putting someone else forward for nomination, please make sure they are happy for you to do so.

If there are more nominations than vacancies, we will conduct a secret ballot. If that is necessary, voting papers and instructions will be sent to all parents and carers.

Yours faithfully,



Returning Officer.

**Eligibity & Disqualification Summary**

**To serve as a trustee/local governor:**

A person must be aged 18 or over at the date of their election or appointment.

All nominees for the position of parent governor must be a parent or someone with parental responsibility for a child currently enrolled at our school.

A trustee/governor shall be disqualified from holding office or continuing to hold office if they:

·       become incapable by reason of illness or injury of managing or administering their own affairs;

·       are absent without the permission of the trustees from all meetings held within a period of six months, and the trustees resolve that their office be vacated;

·       have been declared bankrupt and/or their estate has been seized from their possession for the benefit of their creditors and the declaration or seizure has not been discharged, annulled or reduced; or

·       are the subject of a bankruptcy restrictions order or an interim order;

·       are subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986; or

·       are subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);

·       cease to be a trustee by virtue of any provision in the Companies Act 2006;

·       are disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision); or

·       are otherwise found to be unsuitable by the Secretary of State;

·       have been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which they were responsible; or to which they were privy; or which they, by their conduct, contributed to or facilitated;

·       have, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011;

·       have not provided to the chair of trustees a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997.

##

## **Parent Governor/Trustee Nomination Form**

**Election of: Parent Governor/Trustee at Mossley CE Primary School.**

**Please complete this form in BLOCK CAPITALS**

|  |  |
| --- | --- |
| **Nominee name:** |  |
| **Nominee contact details**  |  |
| **(please include email/phone no):** |  |
| **Nominee personal statement (maximum 250 words):** **Please used a separate piece of paper if necessary**

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**I confirm (i) that I am willing to stand for election as a parent governor/trustee and (ii) that I am not disqualified from holding office for any of the reasons set out in the Eligibity & Disqualification Summary.** |
| **Nominee signature:** |  |
| **Date:** |  |

If you are proposing a candidate for nomination, please provide:

|  |  |
| --- | --- |
| Proposer name and contact details: |  |
|  |  |

**Completed nomination forms must be returned to** **head@mossleyce.cheshire.sch.uk** **or the school office by 4th October 2024.**