



Churchfields Junior School

inspiring excellence



South Woodford, London, E18 2RB | Tel: 020 8504 4650 | Fax: 020 8559 2358 | admin.churchfields-jun@redbridge.gov.uk

26th November 2018

Dear Parents/Carers,

Parent Governor Vacancy

The Governing Body of Churchfields Junior School has a vacancy for a parent Governor. School governing boards work as a team; it can be challenging work, and with this challenge can come great satisfaction and the reward of being part of school improvement at Churchfields Junior School. The three core functions of a school governing board are to:

- implementing the vision for a school
- be accountable for school performance and the safety of pupils
- provide financial probity

Governing boards are required to appoint Governors meeting the eligibility criteria based on the skills and experienced required by the board. We are particularly keen to recruit a Parent Governor who has worked in Human Resources, Social Care or Education.

Governors must attend governing body and committee meetings throughout the year, during the day and in the evenings. This involves a time commitment from you.

Are you able to spare the time to volunteer as a Governor?

Yes

No

Governors need to attend training for the role and develop their skills and understanding to support the school. This may mean attending training in evenings, weekends and during the day.

Are you willing to do this?

Yes

No

Governors must be actively involved in meetings by reading papers in advance, preparing questions, listening and contributing to discussions and ideas for improving the school.

Do you feel able to contribute to the governing body at meetings?

Yes

No

We are committed to safeguarding and promoting the welfare of children. As part of the process you will be required to undertake an Enhanced Disclosure via the DBS.

Are you willing to do this?

Yes

No

Your nomination form should be returned to the School Office with a passport photograph of yourself by **Friday 7th December 2018** with a supporting statement of not more than 100 words. If more than one nomination is received a ballot will be held and the nomination form, photograph, statement and information on your application will be sent to all parents with the ballot paper.

Yours sincerely,

Mrs Emeny
Head Teacher

Parent Governor Nomination Form

Person Nominated

Title Name Surname

Are you an elected member of Redbridge Council?

Yes

No

Do you work for a local authority or public service?

Yes

No

Do you work at this school, or in any other school?

Yes

No

Please tell us the name of the child or children, and their class, for which you have legal parental responsibility for.

Occupation

Name of employer

Have you any experience as a school Governor?

*Yes

No

*If you are currently serving as a school Governor, or you are involved with a school governing body in any other way, please tell us which school(s) you are involved with. _____

Proposer

Title Name Surname

Please tell us the name of the child or children, and their class, for which you have legal parental responsibility for.

Secunder

Title Name Surname

Please tell us the name of the child or children, and their class, for which you have legal parental responsibility for.

Please note a husband/partner cannot nominate a wife and vice versa.

Your skills and attributes

The School Governance Constitution Regulations 2017 create an explicit requirement that all appointed Governors have the skills required to contribute to effective governance and the success of the School. The specific skills that governing bodies need to meet their particular challenges will vary. It is therefore for governing bodies and other appointing persons to determine in their own opinion, having regard to departmental advice, what these skills are and be satisfied that the Governors they appoint have them. Schools and appointing bodies may interpret the word skills to include personal attributes, qualities and capabilities, such as the ability and willingness to learn and develop new skills. *Extract from DfE Governors' Handbook 2016*

Please tell us about your personal and professional skills and attributes which you will use to support the work of the governing body.

Skills and experience (only comment on those applicable to you)	Skill level?	Experience level?
Assessment, monitoring and evaluating skills		
Auditing experience and skills		
Chairing meetings or organisational boards		
Children & young people's services or activities (any sector)		
Coaching/mentoring skills		
Communication skills, including listening and writing		
Community relations experience		
Data analysis skills		
Equal opportunities - understanding and practice		
Financial management, accountancy skills		
Handling complaints, grievances or appeals		
Health & safety understanding		
Health services (particularly relevant in special schools)		
Human resources expertise and staff recruitment		
ICT &/or management information systems		
Knowledge of, and an interest in the local community		
Leadership and management skills and development		
Negotiation and mediation skills		
Performance management of staff or within an organisation		
Policy development		
Premises and facilities management		
Problem solving		
Procurement and purchasing		
Professional legal skills		

Project management		
Public relations and marketing		
Public sector knowledge		
Quality assurance		
Risk assessment		
Safeguarding and child protection		
Self-evaluation and/or impact assessment		
Special educational needs and disability (SEND)		
Strategic planning		
Surveying, consultation and/or research		
Teaching and learning (any sector, any phase)		
Work placements/career planning		

Please tell us about yourself and specifically state your reasons for wanting to volunteer as a School Governor. Explain your skills, qualifications, training, or personal and/or professional attributes that you can bring to the role (max 100 words). This statement to support your candidature will be used in the event of an election.

Personal declaration

Our school welcomes every application regardless of gender, age, disability, sexual orientation, race, religion and belief. **Please read the criteria below and confirm that you are not disqualified from serving as a School Governor because of these restrictions.**

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 cannot hold more than one Governorship at the same 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;
- is subject to a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- has had their estate sequestrated and the sequestration order has not been discharged, annulled or reduced;
- is subject to:
 - i) a disqualification order or disqualification undertaking under the Company Directors Act 1986
 - ii) a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
 - iii) a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
 - iv) an order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a 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 any body;
- 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 ½ years or more in the 20 years before becoming a Governor;
- 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 Disclosure and Barring Service (DBS) for a criminal records check.
- And specifically for **parent Governors...**
 - i) A person is disqualified from election or appointment as a parent Governor they are an elected member of the local authority or;
 - ii) If they work at the school for more than 500 hours in a school year (at the time of election or appointment).

I confirm that I have read the criteria above and that I am not disqualified from serving as a parent Governor (please tick ✓ the box).

I acknowledge and agree that the school can use my personal data in this form for the purposes of parent Governor election and recruitment. All data is held in accordance with the Data Protection Act 1998. I confirm that the information that I have provided in this application form is accurate.

Signature

Date
