



Wivelsfield Primary School
South Road, Wivelsfield Green, RH17 7QN
Telephone: 01444 471393
office@wivelsfield.e-sussex.sch.uk
www.wivelsfieldschool.org
Headteacher: Mrs H Smith BA Hons NPQH

Monday 15th November 2021

Dear Parents and Carers,

Parent Governor Vacancies

There is currently one vacancy for a parent governor from 4th January 2022. If you wish to stand for election as one of the parent governors of the school, you will need to complete a nomination form, along with a declaration of eligibility. Nomination forms will need to be returned to Clerk to the Governors. Emailed to clerk@wivelsfield.e-sussex.sch.uk or dropped into the school office by 09:00 on Friday 3rd December 2021.

Parent governors play a very important role in keeping the governing board aware of the views from the parental perspective. They are a vital part of our team and I hope that there are parents willing to give their time and commitment to this important role. Attached are details of what will be expected of a Governor.

If one or more nominations are received, I shall arrange for parents to receive ballot papers which will include the candidate's election statements. Votes will be counted at 14:35 on Tuesday 7th December 2021. Candidates may attend the count. I shall arrange for all parents to be notified of the result.

If you are interested in being nominated and/or want further information, you might find it helpful to talk to the headteacher or one of the existing Parent Governors. Alternatively, you can view East Sussex County Council's website about Governors and their roles at:
<https://www.eastsussex.gov.uk/educationandlearning/supportforteachers/schoolgovernors/becoming/>

I have enclosed an extract from the Regulations concerning the qualifications and disqualification connected with the office of governor. Please read them carefully.

Yours sincerely

Helen Smith

Headteacher



What qualifications do governors need?

There are no formal qualifications. Schools need volunteers with experience of life. The one essential requirement is an interest in, and commitment to, the education of children. Governors are ordinary people, drawn from many areas of society. They need to be able to devote time to getting to know the school well and be available to support and challenge it.

A governor must be a good listener, and someone who is able to read and take in information easily. A governor must be able to:

- raise questions and take part in discussion and decision-making
- be **discreet**, open minded and fair
- be a source of ideas and a good communicator
- be enthusiastic about the work of the school
- be prepared to work as part of a team.

Whilst schools are keen to welcome applications from all areas of society, there are certain criteria that have to be met before your application can be accepted. This is attached for your information.

How long do governors serve?

The usual term of office is four years. However, governors are volunteers who can leave at any time and can similarly be re-appointed or re-elected.

At **Wivelsfield School** we normally hold **5** full governing board meetings per year. You may also be required to serve on one of the committees – a further **5** meetings a year. At present each meeting is held at approximately **18:00 (committee meetings) 18:00 (full governing board meetings)** and is a maximum of **2.5** hours per meeting.

What kinds of help and support are available?

A great deal of professional advice and support is available to help governors with their duties and responsibilities, along with a full training programme which is run by the Local Authority.



Nomination Form for Parent Governor

Full Name: _____

Address: _____

Postcode: _____

Preferred Contact Telephone Number: _____

Parent/Legal Guardian of (*child's name*): _____

I wish to stand for election as a Parent Governor of Wivelsfield School. The following two parents or legal guardians of children attending the school support my nomination:

1. (Name) _____

(Address) _____

2. (Name) _____

(Address) _____

Election Statement (no more than 100 words):



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DECLARATION FOR ELIGIBILITY AS A SCHOOL GOVERNOR

I declare that I am not disqualified from serving as a school governor or associate member and that:

- ☐ I am aged over 18;
- ☐ I **do not** already hold a governorship of the same school* ***Please note that if you are applying for re-appointment, this information relates to the period when your current term of office ends***
- ☐ I am not subject to an undischarged sequestration;
- ☐ I am not subject to a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief order or an interim debt relief order;
- ☐ I am not subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986;
- ☐ I am not subject to a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002;
- ☐ I have not 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;
- ☐ I am not included in the list of people considered by the Secretary of state as unsuitable to work with children;
- ☐ I am not disqualified from working with children or barred from regulated activity
- ☐ I am not disqualified from registration for child-minding or providing day care;
- ☐ I am not disqualified from registration under Part 3 of the Childcare Act 2006;
- ☐ I have not 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;
- ☐ I have not received a prison sentence of two and a half years or more in the 20 years before becoming a governor;
- ☐ I have not at any time received a prison sentence of five years or more;
- ☐ I have not 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;
- ☐ I do not refuse to allow request by the clerk to make an application to the Disclosure and Barring Service (DBS), previously the Criminal Records Bureau (CRB)

Name of School.....

Surname:
(Mr/Mrs/Miss/Ms/Dr/Rev'd/Prof)

First Name(s):

Any previous names held:Date of Birth:/...../.....

Signature:Date: