** Shaftesbury Abbey Primary**

 Church of England Voluntary Aided School

 **Caring, Confidence, Community, Creativity**

 **‘I can do all things through God who strengthens me’**

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**Headteacher Mr M Salisbury**

15th September 2025

Dear Parent/Carer,

**PARENT GOVERNOR ELECTION**

I am writing to invite you to stand for election as a parent governor or nominate another parent to do so. In the case of the latter, you must obtain the candidate’s agreement before submitting the nomination.

In our school we have provision for 2 parent governor(s) and there is currently 1 vacancy. The term of office that a parent governor will be elected to serve for is (4) years.

Governing boards have three core strategic functions:

* Ensuring clarity of vision, ethos, and strategic direction
* Holding executive leaders to account for the educational performance of the organisation and its pupils
* Overseeing the financial performance of the organisation and making sure its money is well spent

To volunteer to take on this vital role you need to be a parent, carer of (or someone who has parental responsibility for) a pupil at this school. The attached sheet lists circumstances where someone may be disqualified from serving as a governor. Please note that 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.

You do not need any special qualifications, but we would require you to have a keen interest in the school and be prepared to play an active part in the governing board’s work. Training is available for all governors and this governing body has an expectation that those new to being a governor attend induction training (this is *likely to be online*).

To fulfil the governor role, you will be asked to:

* attend regular meetings (*around 9 each year*)
* visit the school occasionally
* do some background reading
* take part in training and ongoing development as required (this will be provided for you)

If you would like to apply, please complete the attached nomination form, and return it to the school no later than **Monday 29th September 2025.** You may also include a short personal statement to support your nomination, which should be no longer

than 250 words. Self-nominations will be accepted, but if you are nominating another parent, please seek their prior consent.

If there are more nominations than vacancies the election will be by secret ballot, and if that becomes necessary voting papers will be sent to all parents and carers together with further details after the closing date.

Yours faithfully,

Karen Hudson

Clerk to the Governors

Election of parent governors

Please enter in BLOCK LETTERS the name and address of the person wishing to stand for election:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of proposer (if you are nominating another person): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and address in BLOCK letters of proposer (as above):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal Statement (maximum 250 words)

I confirm that I am willing to stand for election as a parent governor and that I am not disqualified from holding office for any of the reasons set out in the qualifications and disqualifications sheet.

Name: ………………………………………………………………….

Signature: …………………………………………….. Date: …………………………….

**Completed nomination forms must be returned to the school by Monday 29th September 2025**

**Qualifications and disqualifications to serve as a school governor**

**A governor must be aged 18 or over at the time of their election or appointment and cannot hold more than one governorship at the same school.**

A person is disqualified from election or appointment as a parent governor if they:

* are employed at the school for more than 500 hours in any 12 consecutive months
* are an elected member of the Local Authority.

A person is disqualified from holding or continuing to hold office as a governor or associate member if they:

* are a registered pupil at the school
* have failed to attend governing body meetings at the school without the consent of the governing body, for continuous period of six months
* have been disqualified for failing to attend governing body meetings at the school without the consent of the governing body, for a continuous period of six months whilst serving as a foundation, Local Authority, co-opted or partnership governor at the school in the last 12 months
* is subject to a bankruptcy restriction 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 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 the Companies Directors Disqualification (Northern Ireland) Order 2002
	+ a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
	+ an order made under section 429(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 an order made by the Charity Commission or Commissioners or 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 to which they contributed, or which was facilitated by their conduct. from being concerned in the management or control of anybody, or
* has been removed under section 34 of the Charities and Trustee Investment (Scotland) Act 2005(6) from being concerned 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 (under section 1 of the Protection of Children Act 1999)
* is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008
* is barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006
* is disqualified from working with children under sections 28,29, or 29A of the Criminal Justice and Court Services Act 2000
* is disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care
* is disqualified from registration under Part 3 of the Childcare Act 2006
* has been convicted of any offence and received a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months (without the option of a fine) in the 5 years before or since becoming a governor
* has been convicted of any offence and received a prison sentence of 2½ years or more in the 20 years before becoming a governor
* has been convicted of any offence at any time and received a prison sentence of 5 years or more
* has been convicted of any offence and sentenced to a fine under section 547 of EA 1996 (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992 (nuisance or disturbance on educational premise) during the 5 years prior to or since appointment or election as a governor
* has refused a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997 for a criminal records certificate