



24 January 2020

Dear Parent/Carer

PARENT GOVERNOR APPOINTMENTS

The Downley School is currently looking for committed and enthusiastic people to join our Governing Board and I am writing to ask you to consider applying for the role of Parent Governor.

The overall purpose of governing boards is to help schools provide the best possible education for students and to raise standards. This involves acting as a 'critical friend' to:

- ensure clarity of vision, ethos and strategic direction
- monitor the school's educational performance and
- ensure the school is accountable to all stakeholders for its financial performance.

No special qualifications are needed to be a Governor; the most important thing is to have a keen interest in the school and be prepared to play a pro-active part in the Governing Board's work. A strong Governor will be committed and pro-active in shaping their role, including reading relevant School policies, research from related networks or other schools and have a good approach to challenge and providing constructive feedback. Any parent or carer of a child at the School can apply. Importantly, there is no 'standard profile' for a school Governor and we are keen to hear from applicants that will help us build a diverse Governing Board that is reflective of our broad community.

Although Governors have some clear responsibilities (outlined below), the time commitment is not as demanding as many people imagine and training and support in the role, which typically has a four-year term, will be readily available. As well as giving something back to the community by supporting the educational development of young people, Governors often find that taking on this board-level role contributes to their own professional development.

If you would like to put your name forward, please complete the Nomination Form below (also available on the website) and return it to the school by **12 noon on Friday 7th February**. You will need to ask another parent/carer of a student at the school to sign the form by way of support and, if the Governing Board receives more nominations than the Parent Governor role available, a ballot will be held. Further details of the process are set out below.

Thank you for considering this opportunity and, if it appeals to you to be part of a dynamic team supporting an outstanding school, I'd encourage you to apply. If you would like to discuss the role further before applying please email the School office at office@thedownleyschool.co.uk and one of the Governors will be in contact.

Yours

faithfully

Roxi Sapsford

Chair of Governors





THE DOWNLEY SCHOOL

"Learning, Growing and Succeeding Together"

Faulkner Way, Downley, High Wycombe, Buckinghamshire HP13 5AL
Tel: 01494 527033 Fax: 01494 474485 Email: office@thedownleyschool.co.uk
Website: www.downley.bucks.sch.uk
Headteacher: Ms F Taylor



Key information about the role and the expectations of a Governor

The time commitment of a Governor role equates to approximately 10 days across the year.

Local Governing Board meetings and most committee meetings and training events are held during the weekday evenings.

As a Parent Governor, you will be expected to:

- attend Local Governing Board meetings (normally 9 per year/3 per term) plus occasional extra meetings
- read all papers and consider the issues before meetings to be able to offer support and challenge
- attend committee meetings and join ad-hoc panels, depending on experience (this is minimal)
- take a Lead Governor role in a specific area, such as Development, Grants and Funding, Premises, Curriculum, Community Partnerships etc.
- attend induction training and undertake regular training and development
- gain a good understanding of the school, including through visits
- act in the best interests of all the students of the school
- adhere to the Governors' Code of Conduct, including maintaining strict confidence and declaring any conflicts of interest
- attend school events such as concerts and school shows.

What the school offers:

- a Governor induction programme
- provision of ongoing training and development
- an opportunity to use your skills and experience to give back to the community and make a difference to the educational outcomes for young people.

Please note that the role is not remunerated but reasonable expenses will be covered.

Governors will have an opportunity to review their input annually with the Chair and also to contribute to a review of the effectiveness of the Local Governing Board.





THE DOWNLEY SCHOOL

"Learning, Growing and Succeeding Together"

Faulkner Way, Downley, High Wycombe, Buckinghamshire HP13 5AL
Tel: 01494 527033 Fax: 01494 474485 Email: office@thedownleyschool.co.uk
Website: www.downley.bucks.sch.uk
Headteacher: Ms F Taylor



THE DOWNLEY SCHOOL

PARENT GOVERNOR ELECTION: NOMINATION FORM

This completed Nomination Form should be addressed to: 'Mr P Treadwell, Clerk to the Governors'
and must be returned to the school by **12 noon on Friday 7th February.**

I have a child at the school and hereby nominate myself for election as a Parent Governor

Full name:			
Address:			
Tel no:			Email:
Child's name:	Child's class:		

I understand that if elected I will have to undergo pre-appointment checks including an Enhanced Criminal Records Bureau check and supply personal information for company checks. I confirm I have read the 'Notes for Nominees' and 'Disqualification Criteria'. I give permission for my name and biographical details to be published on the school website; YES NO

Signature:.....**Date:**.....

This nomination is seconded by the following parent of a student at the school.

Full name:			
Address:			
Tel no:		Email:	
Child's name:		Child's class:	

Signature:.....**Date:**.....





THE DOWNLEY SCHOOL

"Learning, Growing and Succeeding Together"

Faulkner Way, Downley, High Wycombe, Buckinghamshire HP13 5AL
Tel: 01494 527033 Fax: 01494 474485 Email: office@thedownleyschool.co.uk
Website: www.downley.bucks.sch.uk
Headteacher: Ms F Taylor



NOTES FOR NOMINEES

To ensure the safety of students, regulations require everyone elected or appointed to a Governing Board undergoes pre-appointment checks, which will include an Enhanced Criminal Records Bureau check with the Disclosure and Barring Service. If you are elected and you subsequently decline to undergo such a check, you will disqualify yourself. Before submitting your nomination, please read the disqualification criteria below. Additionally, all Governors are required to submit additional personal details for company security checks.

Please give brief details about yourself (not more than 80 words) on the form. If an election is needed, these details will be sent to all parents with the ballot papers. Please note the 80-word limit will be strictly enforced and any statement with more than 80 words will be returned once to the candidate for amendment. Any statement containing more than 80 words after amendment will have the additional words deleted. Please confirm on the nomination form if you agree to your name and candidate's statement appearing on the school website.

The term of office for a Parent Governor is 4 years. If you are elected, you may serve the full term of office even if your child leaves the school before your term of office finishes.

Only parents of children registered at the school are entitled to stand or to vote in the election. Each parent will be sent one ballot paper regardless of how many children they have at the school, and each parent will have one vote per vacancy. The ballot will be secret and nominees will be notified of the result as soon as possible afterwards.

The Department for Education defines 'Parent', for the purposes of the Constitution Regulations, as

including "any individual who has or has had parental responsibility* for, or cares or has cared for, a child or young person under the age of 18". It includes a person who the child lives with and who looks after the child, irrespective of what their relationship is with the child. The reference in the definition must be to someone involved in the full-time care of the child on a settled basis.

*Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parents can acquire parental responsibility through being granted a residence order;

- being appointed a guardian;
- being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare);
- adopting a child;
- (in the case of step-parents) in agreement with the child's mother (and other parent if that person also has parental responsibility for the child) or as the result of a court order.

Where a child's parents are not married to each other, the child's father can gain parental responsibility by:

- registering the child's birth jointly with the mother;
- through a 'parental responsibility agreement' between him and the child's mother;
- as the result of a court order

In addition, a local authority can acquire parental responsibility if it is named in the care order for a child.

If you have any questions about whether you are eligible to stand in the election please contact Mr P Treadwell, Clerk to the Governors at: ptreadwell@googlemail.com





THE DOWNLEY SCHOOL

"Learning, Growing and Succeeding Together"

Faulkner Way, Downley, High Wycombe, Buckinghamshire HP13 5AL
Tel: 01494 527033 Fax: 01494 474485 Email: office@thedownleyschool.co.uk
Website: www.downley.bucks.sch.uk
Headteacher: Ms F Taylor



DISQUALIFICATION CRITERIA

The following disqualification criteria relate to all School Governors.

A person must be aged 18 or over at the time of his or her election or appointment. No current student of the academy/one of the academies in the trust shall be a trustee/governor.

A person is disqualified from holding office or continuing to hold office as a trustee / governor if:

- s/he become incapable by reason of illness or injury of managing or administering their own affairs
- s/he is absent without permission of the governors from all their meetings held within a period of 6 months, and the governors resolve that this office be vacated
- s/he has been declared bankrupt and /or his estate has been seized from his possession for the benefit of his creditors and the declaration of seizure has not been discharged, annulled or reduced; or
- s/he is the subject of a bankruptcy restrictions order or an interim order;
- s/he is subject to a disqualification order of a disqualification undertaking the Company Directors Disqualification Act 1986; or
- s/he is subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- s/he ceases to be a governor by virtue of any provision in the Companies Act 2006;
- s/he is disqualified from acting as a governor by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision); or
- s/he is otherwise found to be unsuitable by the Secretary of State;
- s/he has 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 he was responsible; or to which he was privy, or which he, by his conduct, contributed to or facilitated;
- s/he has, 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;
- s/he refuses to allow an application to the Disclosure and Barring Service for a DBS certificate;
- is an elected member of the LA, or works at the school for more than 500 hours in any consecutive 12-month period (at the time of election or appointment)

