

16 April 2024



Dear Parent/Carer

### **Kesteven & Sleaford High School Local Governance Tier - Election of Parent Governor**

In accordance with the Robert Carre Trust's Articles of Association and our other Governance Documents, each school within the Trust has a Local Governance Tier (LGT). Each LGT includes two Parent Governors, these being parents of registered students at the school elected by such parents.

The definition of a parent is found in the Children Act 1989. In addition to the actual parents of a child, "parent" can include any person who is not a parent of a child but has parental responsibility for him or her, or who has care of the child.

Due to the positive move of one of our previous Parent Governors to become a Community Governor, a vacancy for a Parent Governor has now arisen at our school, with effect from 25 March 2024. It is, therefore, necessary to start the election process so that we can fill the vacancy as soon as possible.

If you are interested in being a candidate please complete the slip attached, proposed and seconded, with signatures from all three parties (nominee, proposer and seconder) and forward it to the Returning Officer c/o the school office, or by email to [Elections@robertcarretrust.uk](mailto:Elections@robertcarretrust.uk) to arrive **not later than 12 noon on Friday 3 May 2024**. It is recommended that candidates supply a short personal statement (not more than 200 words) about themselves for circulation to voters. A copy of the relevant documentation will also be available for download on the school website and in the Governance section of [www.robertcarretrust.uk](http://www.robertcarretrust.uk).

Candidates should be aware of certain disqualification clauses relating in particular to bankruptcy and criminal convictions, see page 4. If you are in any doubt about your eligibility to stand for election, please contact the Returning Officer who will be able to supply you with further details.

The main duties and responsibilities of school governors are set out overleaf. It should be noted that an elected Parent Governor is appointed for a four-year term and may continue in post even though their child may have left the school part way through their four-year term of office.

If there are more than two valid candidates, you will be sent voting slips and details about the ballot. The results of the election will be placed on the school website.

Any queries relating to this election should be made to me as the Returning Officer on [Elections@robertcarretrust.uk](mailto:Elections@robertcarretrust.uk) or 07973 330765.

Yours sincerely

*Debbie Scott*

**Mrs D Scott**, Returning Officer

## DUTIES OF A GOVERNOR

Governors are not expected to be involved in the day-to-day management and administration of the school, rather to set strategic plans for the school and to provide the Head of School with guidance on general principles.

Whilst it is difficult to define in precise terms what all the duties of a governor are, the following are among them:

- Work as a member of the Local Governance Tier for the best interests of the school and its students, including visiting the school and meeting with staff to gather assurances on behalf of the LGT, which will then report to the Trust Board.
- Attend the regular meetings and any special meetings of the Local Governance Tier as well as meetings of any committees to which they have been appointed.
- Become familiar with general educational issues and developments.
- Take an interest in school activities.
- Promote the school within the community.
- Be able to commit time to the duties and responsibilities of a governor and undertake appropriate training.
- Be prepared to become involved, where necessary, in:
  - staff appointments;
  - student discipline;
  - the school curriculum, SEND and Safeguarding;
  - monitoring the financial management of the school;
  - Health and Safety matters;

Governors have an increasingly important role and attending termly meetings only is not enough. It is essential that the person appointed must have and maintain a keen interest in the work and welfare of the school. Inevitably visits must be made to see the Head and what the school is doing; to play an active part in the public and social life of the school. Governors also have the task of being the immediate “lay” support for the professional staff in the school.

The Trust values the participation of Parent Governors – recognising that whilst voted for by parents, the role is not that of a representative of the parents. The role requires the ability to bring a wider parental perspective to the Local Governance Tier, but taking part in collective decision making, as all Governors do, according to what he/she believes to be in the best interests of all the students and the school.

Further information on school governance can be found on [www.nga.org.uk](http://www.nga.org.uk). Please also see the eligibility criteria set out on page 4.

**KESTEVEN & SLEAFORD HIGH SCHOOL  
NOMINATION FORM FOR PARENT GOVERNOR**

To the Returning Officer

I, \_\_\_\_\_  
(Full name in block capitals)

Address \_\_\_\_\_  
\_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Parent of the following student(s) currently attending school:

Name	Year
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wish to stand for election as a Parent Governor of the above school. I declare that I meet the eligibility criteria to be a school governor.

(Signed) \_\_\_\_\_ Date \_\_\_\_\_

This nomination is proposed by (Name) \_\_\_\_\_

(Signed) \_\_\_\_\_

Seconded by (Name) \_\_\_\_\_

(Signed) \_\_\_\_\_

(Both of whom are parents of students registered at the school).

Please use the reverse, or a separate sheet, to give a short personal statement about yourself (not more than 200 words).

Please return the completed form, including signatures of the nominee, the proposer and the seconder, to school by post, by hand or by email to [elections@robertcarretrust.uk](mailto:elections@robertcarretrust.uk) by no later than 12 noon on Friday 3 May 2024

## **Eligibility - the small print:**

Governors must be

- aged 18 or over at the date of this election or appointment;

Governors must not be

- already a governor of the same school;
- the subject of a bankruptcy restrictions order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced;
- subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order under Part B of the Companies (Northern Ireland) Order 1989, a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)

Governors must not have been

- removed from the office of charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of anybody;
- included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people;
- barred from any regulated activity relating to children;
- disqualified from working with children or from registering for child-minding or providing day care;
- subject to a direction of the Secretary of State under section 128 of the Education Skills Act 2008.
- disqualified from being an independent school proprietor, teacher or employee by the Secretary of State;
- sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a Governor or since becoming a Governor;
- sentenced to a prison sentence of two years or more in the 20 years before becoming a Governor;
- sentenced at any time to a prison sentence of five years or more;
- fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a Governor;

and Governors will not refuse a request by the Clerk/Governance Professional to make an application to the Disclosure and Barring Service for a criminal records certificate.