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21 October 2016

Dear Parent

Election of a Parent Governor

I am writing to let you know that there is to be an election for a Parent Governor. The Governing Body is made up of 12 Governors of which four are elected by parents. There is currently one Parent Governor place to be filled. The term "parent" includes anyone who has custody of a child currently registered at Caedmon College Whitby, as well as "natural" parents. Parents can stand for election and vote in secret in the election, if a ballot is needed. As well as parents, the Governing Body is made up of Governors appointed by the Local Authority (the County Council), College staff, the Principal and Governors appointed by the rest of the Governing Body (Community Governors). Parent Governors have a four year term of office and continue to serve even if their child or children leave the College during this period.

What Do Governors Do?

The work of Governors affects most aspects of the College. Governors establish, with the Principal, aims for the College, approve policies - for the curriculum, behaviour and discipline, for example, and are responsible for the College budget and use and maintenance of the premises. More generally, they are expected to be in touch with the local community and to help to guide the College to meet the community's educational needs. They are also expected to help the College to explain to the community what the College is trying to achieve for young people. A leaflet, providing further information, is available from the Governor Support Unit, County Hall, Northallerton; telephone 01609 532936, or by emailing the Governor Support Unit at County Hall via Governor.Support@northyorks.gov.uk.

The Governors, together as a body, have a range of legal responsibilities, so being a Governor is an important commitment and new Governors should be willing to attend training to help them to learn what is entailed.

Do Parent Governors have Special Responsibilities?

No. Parent Governors do not have "extra" duties. All Governors are equally responsible and discharge their responsibilities as a 'body', not individually. Parent Governors speak as parents: they cannot speak for all parents.

Are there any restrictions which could disqualify parents from becoming Parent Governors?

Yes, but they are unlikely to apply to most parents considering becoming a Parent Governor. The restrictions are contained in the School Governance (Constitution) (England) Regulations 2003, Schedule 6 and subsequent amendment Regulations. A copy of these is attached as a Self-Declaration form. Parents putting themselves forward for election will be required to sign this form and return it with a nomination form. If any of the restrictions apply, you should not proceed with your nomination as a Governor. Also, you are disqualified from election or appointment as a Parent Governor if you are an elected member of the Local Authority (or if you are paid to work at the College for more than 500 hours in any twelve month period commencing on 1 August and finishing on 31 July).

Governors may be subject to enhanced DBS (formerly CRB) checks and the elected parent will be provided, by the College with the requisite form to complete and take to the Principal along with proof of identity (as detailed in the list of Valid Identity Documents). The Principal will then pass the completed form to the CRB Unit at County Hall for checking and forwarding, as required. The term of office of the successful candidate (s) may only commence once a clear enhanced DBS Disclosure has been received by the College, should this be required.

How are Parent Governors Elected?

Parent Governors must be people (aged at least 18) who have a child(ren) at Caedmon College Whitby when they are elected. Nomination forms are available from the College and our website. Each form must be signed by the candidate. Candidates should also make a short statement about themselves – a maximum of 50 words will be allowed and this will be rigidly applied. A simple form for this purpose will be provided with nomination forms. Please return the form to me as quickly as possible. If more nominations are received than there are places to fill, there will be a secret ballot and I will send to each parent, ballot forms (one per parent) and envelopes for their return. The form explains how votes may be cast.

If the number of nominations received is the same as the number of places to be filled, then those people will be declared elected. If there are fewer, those nominated will be declared elected and it will be for the Governing Body to fill any remaining vacancy by appointing a Parent Governor.

The rules for the election are written down in Procedures set by the Local Authority, and these are available from the College and its website.

Result of the Election

The names of those elected will be displayed at the College for at least seven days and will be stated on the College website and other College publications as appropriate. Anyone having any query about the election is invited to contact the College.

Yours sincerely



Keith Prytherch
Principal and Returning Officer

THE CLOSING DATE FOR NOMINATION IS FRIDAY 11 NOVEMBER 2016, 12 NOON

**NORTH YORKSHIRE COUNTY COUNCIL
ELECTION OF PARENT GOVERNORS
Nomination Paper**

| |
|---|
| Name of School: Caedmon College Whitby |
| Number of Parent Governors to be elected: One |
| Please read the Notes below before completing the form |
| CANDIDATE |
| (Name/Address/Signature) |
| |
| |
| |
| |
| |
| Signed: |

Notes:

A parent can stand for election and vote in the election, if he or she has a child registered at Caedmon College Whitby on the date of the election*.

- A CANDIDATE **must** be eligible to vote in the election, ie, be a parent of a student(s) on the College roll;
- must** sign, and return with this nomination paper, form Self-Declaration 1 to indicate eligibility to stand for election under the School Governance (Constitution) (England) Regulations 2003, Schedule 6;
- must** indicate whether they wish to have their address shown on the ballot paper.

THIS FORM MUST BE RETURNED TO THE PRINCIPAL BY FRIDAY 11 NOVEMBER 2016, 12 NOON, IN A SEALED ENVELOPE OR EMAIL MARKED "CONFIDENTIAL - PG NOMINATION".

* the date of the election is deemed to be the closing date for the receipt of nominations.

Children & Young People's Service
Parent Governor Elections Self-Declaration Form 1

I declare that I am not disqualified from serving as a School Governor (or an Associate Member) in accordance with the following criteria:

- **I am not** a registered student at the College (this does not apply to Associate Members)
- **I am** aged 18 or over at the date of election or appointment (this does not apply to Associate Members)
- **I do not** work at the College for more than 500 hours in a school year (Parent Governors only)
- **I do not** already hold a governorship at the College
- **I am not** an elected member of the Local Authority (applies to Parent, Staff and Community Governors)
- **I am not** the subject of a bankruptcy restrictions order or an interim order or a debt relief restrictions order or an interim debt relief restrictions order
- **I have not** had my estate sequestrated (temporarily repossessed) with the sequestration having not been discharged, annulled or reduced
- **I am not subject to:**
 - a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
 - an order made under section 429 (2)(b) of the Insolvency Act 1986 (failure to pay under a county court administration order)
 - a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
 - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
- **I have not** been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement or, under section 34 of the Charities and Trustee Investment Act (Scotland) Act 2005 (a) from being concerned in the management or control of any body
- **I am not**
 - Included in the list kept under section 1 of the Protection of Children Act 1999 as amended (list of those considered by the Secretary of State as unsuitable to work with children)
 - disqualified from working with children or subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction)
 - disqualified from registering for childminding or providing day care
 - disqualified from registration under Part 3 of the Childcare Act 2006
 - Disqualified from working with children under sections 28, 29 or 29a of the Criminal Justice and Court Services Act 2000

- **I have not**, in the five years prior to becoming a Governor, or since becoming a Governor, received a sentence of imprisonment, suspended or otherwise, for a period of three months or more without the option of a fine
- **I have not**, in the twenty years prior to becoming a governor received a sentence of imprisonment for a period of two and a half years or more
- **I have not**, at any time, received a prison sentence of 5 years or more
- **I have not** been fined, in the five years prior to becoming a Governor or since appointment or election as a Governor, for causing a nuisance or disturbance on education premises
- **I have not** been disqualified for non-attendance as an LA, foundation (other than Ex-officio Foundation Governor), Community Governor, Co-opted Governor, or Sponsor Governor in the past 12 months at this College
- **When requested** by the Clerk to the Governing Body, I do not refuse an application being made under section 113A of the Police Act 1997 for a criminal records certificate.

I confirm it is my understanding that should any of the above statements change, I will inform the Clerk to Governors immediately of my resignation. I further understand that my personal details will be checked with the Disclosure and Barring Service (Criminal Records).

I am applying to be a Governor at Caedmon College, Whitby.

Full Name (block capitals please): _____

Signature: _____ Date: _____

If you have any questions about your eligibility to become or remain a governor you may, in complete confidence, contact Rose Walker, Strategic Support Services, County Hall, Northallerton, DL7 SAE. Tel: 01609 532936.

Email: Rose.Walker@northyorks.gov