



20 November 2020

Dear Parent/Carer

Parent Governor Vacancies

I am writing to inform you that the governing body has two vacancies for parent governors and will be holding an election in order to appoint to the governing body of the school.

As a parent/carers of a child at the school you are entitled to stand as a candidate and vote in any election. A nomination slip is attached. If you wish to offer yourself as a candidate to become a parent governor you should complete the slip and return it to the Headteacher (by emailing info@guiseleyschool.org.uk) by 2:45pm on 27 November 2020. Please note that you are not eligible to be a parent governor if you work at the school for more than 500 hours per year or if you are an elected member of the local authority. You are also not eligible to be governor if you fulfil any of the disqualification criteria listed on the eligibility form.

If there are only two nominations for a position then those people will be automatically declared as a governor. If there are more nominations than places then an election will be held to select the parent governors. For this purpose nominees are invited to prepare a short statement which will be circulated with information regarding the election. Space for this is included below the nomination slip. The length of the statement should not be more than 200 words. *(The Headteacher has the right to reduce any statements over and above this limit).*

The other governors will include two trust governors; three parent governors; one local authority governor; one staff governor; four co-opted governors; and the Headteacher.

The role of the governing board

The school's governing board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational and financial performance. The board is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils.

As a parent governor, you'll work with the board to ensure it effectively carries out the duties referred to above. You'll also play a vital role in ensuring that the board is connected with, and is aware of the views of, parents and the local community.

To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for children
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills
- The specific skills required to ensure the governing board delivers effective governance

Fieldhead Road, Guiseley, Leeds, LS20 8DT 01943 872315 guiseleyschool.org.uk info@guiseleyschool.org.uk
Headteacher: Mr Paul Clayton



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To complement its current membership, the governing body is particularly keen to recruit within the skillsets of Human Resources, Finance and School Property Management.

Expectations of governors

Governors attend a Full Governing Body meeting at the start of the year, each term and the end of the year (five in total). They also commit to attending one or more of the three committee meetings held half termly (Personnel, Curriculum Standards and Effectiveness and Resources). Governors also act as link governors for specific roles within the school, for example, safeguarding, admissions, pupil premium.

Elected governors will be asked to complete a self-declaration pro-forma to confirm that they are eligible to serve as a governor. (See attached for more explanation).

Leeds City Council's Governor Support Services offer training and support for governors so no parent/carer should feel deterred from putting themselves forward as a school governor. If you would like more information before deciding whether to stand either contact the Headteacher via info@guiseleyschool.org.uk or the Governor Support Service on 0113 3785213 to discuss the role further. Parent governors serve a four year term of office irrespective of whether their child leaves the school during the term of office.

Please do give some thought to standing as a parent governor.

Yours sincerely

Yours sincerely

Paul Clayton
Headteacher

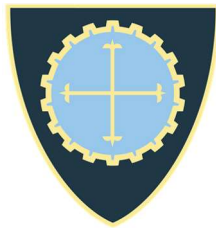
Lisa Forward
Chair of Governors

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**GUISELEY
SCHOOL**

ELECTION OF PARENT GOVERNOR(S) - NOMINATION FORM

To the Headteacher, Guiseley School - I wish to nominate myself as a candidate to be a parent governor at the school.

I am the parent of.....

I do/do not include a personal statement.

Please print name and address. (Please note that the address details will go out with the election information. Please indicate if you would like them blocked out).

Name

Address.....

Signed..... Date.....

PERSONAL STATEMENT (in not more than 200 words)

Write a few lines about yourself. What you do and what your interests are will help other parents decide who to vote for. Below are a few suggestions of areas you may like to give information on:

- Experience you have which may be useful
- Family e.g. number of children, age(s)
- Interests e.g. voluntary work, hobbies
- Why you would like to be a governor
- good inter-personal skills
- willingness to attend appropriate training
- Anything else you would like to say

Please note that this statement should be sent out in your handwritten form or typed out.

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GUISELEY SCHOOL

Are you eligible to be a governor or an associate member?

All governors and associate members are asked to sign a self-declaration pro-forma to confirm that they are eligible to be a governor or associate member. Please see the list below which details when a person is not eligible to serve as a school governor as laid down by School Governance (Constitution) (England) Regulations 2003 (regulation 20 and Schedule 6). Please read these carefully. If you are happy that none of the criteria apply to you, please sign and date the form and **return it directly to the Headteacher at your school**. If you are unsure whether you are eligible or not please contact Governor Support Service on 0113 3785213 for clarification.

A person may not serve as a school governor who:

- is 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 is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, 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, or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
 - has 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 any body
 - is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
 - is barred from any regulated activity relating to children
 - is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008
 - is disqualified from working with children or from registering for child-minding or providing day care
 - is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
 - has been 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
 - has received a prison sentence of two years or more in the 20 years before becoming a governor
 - has at any time received a prison sentence of five years or more
 - has 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
 - refuses a request by the clerk to make an application to the Disclosure and Barring Service for a DBS certificate.
- Anyone proposed or serving as a governor who is disqualified for one of these reasons

I confirm that I am eligible to be a school governor. I do not fulfil any of the above disqualification criteria.

Signature Date

Name.....

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