



# Hawes Side Academy

Principal: Mrs C Boothroyd  
B.Ed (Hons) NPQH

Johnsville Avenue,  
Blackpool, FY4 3LN

(Registration No.8161246)

May 2022

Dear Parent/Carer,

## **PARENT TRUSTEE (GOVERNOR) ELECTION**

I am writing to you to invite you to stand for election as a parent trustee, or nominate another parent to do so. In our school we have provision for at least two parent trustees(s) and there is currently one vacancy.

The governing board, with the Principal, has overall responsibility for the running of the academy. The governing board have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Principal to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

No special qualifications are needed and the most important thing is to have a keen interest in the academy and be prepared to play an active part in the governing board's work.

Training is available for all trustees and this governing board has an expectation that those new to being a trustee, attend free induction training.

The enclosed sheet summarises the circumstances under which someone cannot serve as a trustee. In addition, parents/carers who have paid employment in the academy 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. Nominations must be from parents or carers with children at the school on the day that nominations close. We have also included a copy of the procedure for the election for your information.

If you would like to stand for election please complete the enclosed nomination form and return it to the school no later than Wednesday 8th June 2022. 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. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Yours sincerely,  
Returning Officer.

**"Everyone Matters, Everyone Succeeds"**



## Parent Trustee Election Procedure

When	What
18 <sup>th</sup> May 2022	Community informed of the vacancy and nomination process/deadline by letter
8 <sup>th</sup> June 2022	Nomination deadline
8 <sup>th</sup> June 2022	Nomination count by returning officer Where the number of candidates nominated is equal to or fewer than the number of vacancies, then all those nominated will be elected unopposed. If too few parents stand for election to fill all the vacancies, the governing board will appoint parent governors to the vacancy or vacancies in accordance with the School Governance (Constitution) (England) Regulations 2012. If there are more nominations than vacancies, a ballot will be conducted.
13 <sup>th</sup> June 2022	(If required) Ballot process begins (depending upon number of nominations) Ballot process letter sent with a 10-working day opportunity to vote (deadline 24 <sup>th</sup> June 2022)
24 <sup>th</sup> June 2022	At the closing date for return of ballot papers, the returning officer will count the votes in front of at least two witnesses. Candidates and trustees will be invited to witness this, but there is no requirement for either to attend. The returning officer is responsible for determining whether a “spoiled” ballot should be included. The outcome of the vote will be decided by the simple majority vote system. In the event of a tie, there will be a recount. If this does not produce a clear result, the returning officer should, in the presence of the witnesses, draw lots.
Wb 27 <sup>th</sup> June 2022	The clerk to governors will inform all candidates individually about the result of the ballot. Other parents will be notified of the result via school newsletter and/or website

# Qualifications and disqualifications to serve as a school governor

(NGA Model Procedures – Parent Governor Elections©National Governors' Association 2015)

A governor must be aged 18 or over at the time of his/her 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 s/he:

- is employed at the school for more than 500 hours in any 12 consecutive months;
- is 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 he or she:

- is a registered pupil at the school;
- has failed to attend governing body meetings at the school without the consent of the governing body, for a continuous period of six months;
- has 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;
- has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced;
- is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- is subject to:
  - a disqualification order or disqualification undertaking under the Company Directors Disqualification 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 he was responsible; or to which he was privy; or to which he contributed or he facilitated by his conduct; or
- has been removed, 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 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 142 of the Education Act 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);

- 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 two and a half 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 an 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.

## Election of parent trustee (governor) May/June 2022



Please enter IN BLOCK LETTERS the name and address of the person being nominated for election:

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

Address:  
\_\_\_\_\_

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

Signature of proposer (if different to nominee): \_\_\_\_\_

Name and address in BLOCK letters of proposer (if different to nominee):  
\_\_\_\_\_

Personal Statement (maximum 250 words)

I wish to submit my nomination for the election of parent governor.

I confirm (i) that I am willing to stand as a candidate for election as a parent governor and (ii) that I am not disqualified from holding office for any of the reasons set out in the School Governance (Constitution) (England) Regulations 2012.

Signature .....

Date .....

**Completed nomination forms must be returned to the school by Wednesday 8<sup>th</sup> June 2022**