



THREE COUNTIES ACADEMY TRUST LOCAL GOVERNING BODY

St. Peter's and Bredenbury Primary School

Tuesday September 23rd 2025

Parent Governor Vacancy

Dear Parent/Carer

The Three Counties Academy Trust has a Local Governing Body which oversees the two local primary schools, St Peter's Bromyard and Bredenbury Primary School.

Our Parent Governor from St Peter's, Gemma Cartwright, has recently resigned her post which leaves a vacancy for a parent representative from your child's primary school.

I am assigned as the Clerk to the Governors to be responsible for parent governor election arrangements, and am writing to invite you to consider standing as a parent governor, or to nominate another parent/carers to do so.

Parents and carers of our pupils have a very specific interest in the school which provides unique and valuable input at board level. All parents/carers with children enrolled in our school on the nomination closing date are eligible, and very much encouraged, to take part in the election. There are some disqualifications, and the enclosed sheet summarises the circumstances under which someone *cannot* serve as a governor; in addition to these, parents/carers who have paid employment in the school for 500 or more hours per academic year are not eligible to fill the post of Parent Governor. All other parents/carers are eligible however, and we hope that you will consider the role. A parent governor is elected to serve in a voluntary capacity for a maximum of 4 years, though may stand for re-election after this time if they still have children in the school.

The Local Governing Body usually meets termly and is kept up to date with curriculum, pupil numbers, staffing, safeguarding, building maintenance and general information regarding the two primary schools.

No special qualifications are required for the post and the most important thing is to have commitment to make a positive and active contribution to the Local Governing Body; this will inevitably include some out of hours/evening meetings. Training is available for all governors and there is an expectation that those new to school governance complete free induction training, as well as any other training that may be required throughout the year at no personal cost.

It is a legal requirement that all governors hold a valid DBS Certificate (Disclosure & Barring Service Certificate). This is paid for by the School.



Queen Elizabeth High School



St. Peter's Primary School



BREDENBURY PRIMARY SCHOOL



Stoke Prior Primary School



We welcome all applications as it is recognised that everyone brings life skills and experiences that can provide a valuable contribution to our team.

If you would like to nominate yourself (or another parent), please complete the attached nomination form and return it to the School Administration Office **within ten school days** of the date of this letter, i.e. by Monday 6th October 2025. Please be aware if you are nominating another parent/carers you must obtain their prior consent, and they must also sign the form.

If there is more than one nominee, the vacancy will be decided by election. The nomination form has space to provide a brief personal statement (maximum 250 words) which will be included with ballot papers should an election be necessary. Votes would then be cast by parents/carers, with all eligible parents/carers having one vote each.

I do hope you will consider standing as a governor yourself or nominating someone else. If you would like more information about the process or about being a Local School Governor generally, please let me know.

Email: ehall@tcat.school

Or contact the School on 01885 483237 who will pass on a message.

Yours faithfully,

Elaine Hall

Clerk to the Governors
St. Peters & Bredenbury Primary Schools



QUALIFICATIONS AND DISQUALIFICATIONS TO SERVE AS A SCHOOL GOVERNOR

(ref *The School Governance (Constitution) (England) Regulations 2012*)

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 and appointment as a parent governor if he or she:

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

A person is **disqualified** from holding or continuing to hold office as a governor or associate member if he or she:

- 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 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 governors - Nomination Form

Please enter IN BLOCK LETTERS the name of the person being nominated to stand for election (candidates may self-nominate):

Name of Nominee _____

Nominee is a parent/carer of (pupil name): _____

In: (child's class): _____

Name of proposer (if different to nominee): _____

Signature of proposer (if different to nominee): _____

Proposer is parent of : _____ (name of child) in: _____ (class)

Declaration by nominee:

I agree to the submission of my nomination for the election of parent governor.

I confirm that: (i) I am eligible to stand as a candidate for this election as a parent governor, and

(ii) I am not disqualified from holding office for any of the reasons set out in the School Governance Regulations.

Signature _____

Full name _____ Date _____

Completed nomination forms must be returned to the school by

Monday October 6th

Personal Statement by Nominee (Optional) maximum of 250 words – use a continuation sheet if necessary.