



St Bartholomew's CE Multi Academy Trust  
Sedgley Road  
Penn  
Wolverhampton  
West Midlands  
WV4 5LG

## St Bartholomew's CE Primary School

Headteacher: Rachael Kilmister

Telephone: 01902 558855

Email: [stbartholomewprimaryschool@wolverhampton.gov.uk](mailto:stbartholomewprimaryschool@wolverhampton.gov.uk)



November 2020

Dear Parents,

The Local Governing Board (LGB) of our school is responsible for both the conduct of the School and for promoting high standards. The LGB carries out its role by setting the vision for the School and then ensuring that the School works efficiently and effectively towards achieving its vision. It does this by building a thorough knowledge of the School and its community, by both supporting and constructively challenging the School, and by ensuring accountability and compliance. The LGB of our School is made up of a variety of Governors including parents, staff and those appointed by the St Bartholomew's CE Multi Academy Trust Board of Directors (further details are available on the school website).

A vacancy has arisen for a Parent Governor on our LGB. The LGB is asking you to nominate someone with parental responsibility for a child at the school. The child must be Reception year age or older. Unfortunately, parents of children in Nursery are not eligible to apply. A ballot will take place if we receive more nominations than the number of vacancies.

Before you decide to nominate someone, or indeed stand yourself, you may want to know a bit more about what is involved. Governors need not be experts in the field of education. What they do need is an interest in the school and in the welfare of our children and the time and willingness to get involved. The skills you have can be very useful to the LGB. Governors also need what is known as 'soft skills' – the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to question, and to make connections between different types of information. All Governors are expected to be able to read straightforward budget reports and data on school standards.

Our LGB expects Governors to:

- attend 1 termly meeting of the LGB;
- visit the school formally for monitoring purposes once times per term.
- commit to attend training courses, perform additional research as required and take part in monitoring.

In return, our LGB commits to:

- provide you with a structured induction as per agreed MAT procedures;
- provide access to quality training;
- provide you with an experienced Governor as a mentor.



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### How to nominate

**Nominating yourself?** Please complete **Sections A, C, D and E** of the attached nomination form. Leave Section B blank.

**Nominating someone else?** Check with that person that they are happy to be nominated. *They* must complete **Sections A, C, D and E** of the nomination form. *You* must then complete **Section B**.

Return the completed form to the school office.

**Deadline for receipt of nominations: 27.11.20**

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'Rachael Kilmister'.

Rachael Kilmister  
Headteacher



## Parent Governor Nomination Form

### **Section A – to be completed by the nominated individual:**

I am a parent of a pupil registered at the school in full time education (Reception - Year 6 inclusive) and hereby nominate myself for election as a parent governor of the school.

I understand that if elected I may have to undergo an identity check. I also understand that I will be required to complete a Declaration Form and will be subject to an enhanced DBS (Disclosure and Barring Service) check.

This nomination form, of which page 3 will be included in any voting paper, is duly completed and attached.

**Nominee's Name**

(Mr/Mrs/Miss/Ms/Dr/Other)

**Pupil(s) Name(s)**

**Pupil(s) Class(es)**

**Signature**

### **Section B – to be completed by the person nominating the above individual\* (only applicable where the individual is not self-nominating)**

**Seconders Name**

(Mr/Mrs/Miss/Ms/Dr/Other)

**Pupil(s) Name(s)**

**Pupil(s) Class(es)**

**Address**

**Signature**

\*The seconder must be a parent of a pupil at the school.





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### **Section D: Parent Governor Nominee - Personal Statement**

*Please note that this page will be sent to all parents as support for your nomination, should a ballot be required.*

*Please complete this form in no more than **250** words. This form may not be altered in any way.*

**Full name (including title)**

**My reasons for wanting to be a parent governor, including the skills and qualities I could bring to the local governing board:**



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### Section E: Declaration

A governor must be aged 18 or over at the time of their election or appointment and cannot be a registered pupil at the school. A person cannot hold more than one governorship at the same school.

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

- becomes incapable by reason of mental disorder, illness or injury of managing or administering his/her own affairs;
- fails to attend the local governing board (LGB) meetings – without the consent of the LGB – for a continuous period of six months, beginning with the date of the first meeting missed;
- would be disqualified from acting as a charity trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision).
- their estate has been sequestered and the sequestration has not been discharged, annulled or reduced;
- they are the subject of a bankruptcy restrictions order or an interim order.
- is prohibited or restricted under section 1 of the Protection of Children Act 1999;
- is disqualified from working with children under section 28, 29, 29A and 29B of the Criminal Justice and Court Services Act 2000;
- is a person in respect of whom a direction has been made under section 142 of the Education Act 2002;
- has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 72 of the Charities Act 1993; or
- has not complied with the Trust's DBS policies. Governors are required to be familiar with the DBS policies and must act in compliance with them.

Where a person becomes disqualified from holding, or continuing to hold office as a Governor and is, or is proposed, to become such a Governor, they shall upon becoming so disqualified give written notice of that fact to the Clerk.

*I confirm that I am not disqualified from serving because of the criteria listed above.*

*I confirm that in the event that I am elected/appointed I will notify the clerk to the LGB immediately should I become disqualified during my term of office.*

*I agree that the information given on this form is being recorded and used by the Trust in accordance with the Data Protection Act and confirm that it is correct and complete to the best of my knowledge and belief.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_