

Dear Parents / Carers

Please see attached a letter from Simon Knight inviting applications for a parent governor.

Over the last few years, there has been substantial media commentary regarding the Government's desire to see schools' governing bodies having a greater breadth of skills and experience, and to that end, we would particularly welcome applications from those with legal or IT management experience.

The Governing Body would also like to hear from anyone with relevant experience in any field who would be prepared to assist the Governors on an ad hoc / occasional consultancy basis, but not as a Governor. This may be parents who are unable / unwilling to become parent governors, other family members or members of the wider community.

So why become a Governor? Apart from the obvious aspects of being able to influence and better understand your child's education, becoming a Governor provides all sorts of professional development opportunities. You will effectively become a Non-Executive Director for one of the largest employers in Great Dunmow, which has revenues in excess of £6 million per year. As a senior Banker and as a Parent Governor since 2011, I continue to find the role of Governor both challenging and rewarding. If any parent has any questions or wishes to understand the role and responsibilities of a Governor in more detail, please feel free to email me at relliott@hrs.education.

Richard Elliott
Chairman of Governors



The Helena Romanes School and Sixth Form Centre

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Headteacher: Simon Knight B.Ed (Hons), MA

17th May 2018

Dear Parents/Carers,

PARENT GOVERNOR NOMINATION

There is a vacancy for a Parent Governor on our school's Governing Body and I am writing to invite nominations to fill this vacancy.

The Governing Body is responsible for overseeing the conduct of the school and for promoting high standards of educational achievement.

Helena Romanes Secondary School and Sixth Form Centre is an Academy Trust and, as such, all Governors are registered as Directors of the Academy Trust with the Registrar of Companies and act within the powers of the Academy's Articles of Association.

The school continually strives to involve all stakeholders in the development of the school and the participation of parents/carers on the governing body is key to this process. Governors must always place the best interests of the academy first and act with selflessness, integrity, objectivity, accountability, openness, honesty and leadership. The enclosed sheet summarises the qualifications to serve as a governor and anyone standing for election must certify that he/she is not disqualified for any reason.

Nominations are welcome from any parent/carer who wishes to be considered for these positions.

Nominations must be from parents or carers with children at the school on the day that nominations close. Please note that parents/carers who have paid employment in the school for 500 hours per academic year or more, or who are elected members of the Local Authority are not eligible to stand in these elections.

Training is available for all governors and those new to the role benefit from induction training and support from other governors.

The term of office for a parent/carer governor of Helena Romanes is four years.

If there are more nominations than vacancies, an election by secret ballot will take place. In such circumstances, voting papers will be sent to all parents together with details of the ballot procedure.

If you would like to submit a nomination, please arrange for the enclosed nomination form to be completed and returned to Penny Callingham (Clerk to the Governors) at the school not later than Thursday 7th June 2018.

Please also submit a personal statement of up to 100 words which, if a secret election is necessary, will be included on ballot papers.

Yours sincerely

Simon Knight
Headteacher

Qualification and Disqualification of Governors

(Excerpt taken from the Articles of Association of Helena Romanes School and Sixth Form Centre)

- 69 No person shall be qualified to be a governor unless he is aged 18 or over at the date of his election or appointment, No current pupil of the Academy shall be a Governor.
- 70 A Governor shall cease to hold office if he becomes incapable by reason of mental disorder, illness or injury of managing or administering his own affairs.
- 71 A Governor shall cease to hold office if he is absent without the permission of the Governors from all their meetings held within a period of six months and the Governors resolve that his office be vacated.
- 72 A person shall be disqualified from holding or continuing to hold office as a Governor if:
- a) His estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
 - b) He is the subject of a bankruptcy restrictions order or an interim order.
- 73 A person shall be disqualified from holding or continuing to hold office as a Governor at any time when he is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
- 74 A Governor shall cease to hold office if he ceases to be a Governor by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of the provision).
- 75 A person shall be disqualified from holding or from continuing to hold office as a Governor if he has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the 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 which he by his conduct contributed to or facilitated.
- 76 A person shall be disqualified from holding or continuing to hold office as a Governor at any time when he is:
- a) Included in the list kept by the Secretary of State under section 1 of the Protection of Children Act 1999; or
 - b) Disqualified from working with children according with Section 35 of the Criminal Justice and Court Services Act 2000; or
 - c) Barred from regulated activity relating to children (within the meaning of section 3(2) of the Safeguarding Vulnerable Groups Act 2006)
- 77 A person shall be disqualified from holding or continuing to hold office as a Governor if he is a person in respect of whom a direction has been made under section 142 of the Education

Act 2002 or is subject to any prohibition or restriction which takes effect as if contained in such a direction.

78 A person shall be disqualified from holding or continuing to hold office as a Governor where he 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 offender for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offense which falls under section 72 of the Charities Act 1993.

79 Except in the case of a Governor who at the date immediately prior to the conversion date:

- i. Was a governor of the predecessor school; and
- ii. Had the necessary criminal records bureau checks for the purposes of being a governor at the predecessor school,

After the academy had opened, a person shall be disqualified from holding or continuing to hold office as a Governor if he has not provided to the Chairman of the Governors, by the date of the Governors appointment or as soon as is practicable thereafter, a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would in the opinion of either the chairman or the Principal confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.

80 Where , by virtue of these Articles a person becomes disqualified from holding or continuing to hold office as a governor; and he is, or is proposed, to become such a Governor, he shall upon becoming so disqualified give written notice of that fact to the Secretary.

81 Articles 69 to 80 also apply to any member of any committee of the Governors who is not a Governor.

ELECTION OF PARENT GOVERNOR TO THE GOVERNING
BODY

I confirm that I would like to stand for election for the office of:

Parent Governor

I confirm that I would be willing to serve in that capacity if elected.

Signed Date

This form should be returned by Thursday 7th June, to Mrs Penny
Callingham, Clerk to the Governors at the school.

Please include biography of not more than 100 words.