



Highwood Primary School,  
Fairwater Drive,  
Woodley,  
READING,  
Berkshire.  
RG5 3JE

Tel: 0118 926 5493

Email: [admin@highwood.wokingham.sch.uk](mailto:admin@highwood.wokingham.sch.uk)  
[www.highwood.wokingham.sch.uk](http://www.highwood.wokingham.sch.uk)

Head Teacher: Mr M Hickey BA(Ed), PE QTS

22<sup>nd</sup> March 2022

Dear Parent or Carer,

### **NOTICE OF ELECTION OF PARENT GOVERNOR:**

I am writing to let you know that there is one vacancy for a Parent Governor on the Governing Body of Highwood Primary School, and to invite parents who wish to stand for election as a Parent Governor to put their names forward.

Becoming a governor is a very rewarding and enriching role. You do not have to be an expert on anything but you must have a desire to help the school be the best it can be.

As part of the Full Governing Body team, you will provide support and challenge for the school in order to ensure that all decisions made are in the best interest of the pupils. You will be supported both by Governor Services, who have a wide range of training courses available covering all aspects of school life, and by your governor mentor who will be able to answer any other questions you may have.

Many people feel that they do not have enough time to become a governor, but it is a role that allows you to give as much time as you can offer. The aim is to get to know the school well, which can be done by coming into school or reading documentation passed to you to help you make informed decisions at the meetings.

As a governor at Highwood you will:

- Meet as part of the Full Governing Body once every half term. Meetings are typically held in the evenings.
- Sit on one of the two committees (Resources / Quality of Education) which meet between three and six times per academic year.
- Visit the school as regularly as time will allow you in order to be able to understand the 'life' of the school.
- Undertake a DBS check
- Maintain confidentiality and sign a Governors' code of conduct

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

## How to apply

If you wish to stand for election as a Parent Governor you should;

- 1 Complete the attached nomination form.
- 2 Have your nomination supported by a proposer and seconder, who are parents of children also attending the school (you may nominate yourself).
- 3 You may include a brief personal statement for circulation to voters, should a ballot be required.
- 4 Return the form to the school clearly marked FAO the Returning Officer by the closing date & time.

Nominations forms must be received by 4pm on Monday 28<sup>th</sup> March. No nomination will be accepted after that date and time.

If the number of nominations received does not exceed the number of vacancies, all those nominated will be appointed without a ballot. If there are more nominations than vacancies, a secret ballot will be held, and each parent will be issued with a voting paper, via pupil post. If you would prefer to receive the voting paper by post please complete the slip at the bottom of the page and return it to me.

The following timetable will apply if it is necessary to hold a ballot:

Nomination forms sent home via pupil post – Tuesday 22<sup>nd</sup> March 2022

Last day for returning nominations – 4pm on Tuesday 29<sup>th</sup> March 2022

Ballot paper dispatched to parents along with notification of the candidates' – Wednesday 30<sup>th</sup> March

Last day for return of ballot papers – 4pm on Tuesday 5<sup>th</sup> April 2022

Count of ballot papers – Wednesday 6<sup>th</sup> April 2022

All parents will be notified of the result.

There is an expectation from Wokingham Borough Council and the school that all new governors will attend induction training.

Yours sincerely,

Returning Officer

# Nomination form for the Election of Parent Governor at Highwood Primary School

I, Mr/Mrs/Miss/Ms ..... (Full name)  
of (full address) .....

Parent of ..... wish to stand for election as a Parent Governor of the above named school. The following parents of children attending the school propose and second my nomination:-

Name of Proposer	Address	Signature
Name of Seconder	Address	Signature

**I have read the General Criteria for disqualification (overleaf) and I am eligible to stand as a parent governor.**

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

Please return the completed nomination form to the Returning Officer by no later than 4pm on Tuesday 29<sup>th</sup> March 2022. You may also include a very brief statement, saying who you are and why you wish to be a parent governor (optional) in not more than [e.g. 200] words.

**General Criteria for disqualification:**

- Failure to attend meetings of the Governing Body for a continuous period of 6 months beginning with the date of the first meeting missed, without the consent of the Governing Body (excludes ex-officio governors)
- 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
- has been 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 (DBS) for a criminal records certificate.

**Parent Governor**

A person shall be disqualified for appointment or election as a parent governor if he is:

- a) An elected member of the LA
- b) Employed in any capacity at the school for more than 500 hours a year.