



Maths & Computing



ST CRISPIN'S – A SPECIALIST SCHOOL IN MATHS, COMPUTING & LEADERSHIP



Excellence for all

12th February 2013

Dear Parent or Carer

NOTICE OF ELECTION OF PARENT GOVERNOR

I am writing to let you know that we have two vacancies for Parent Governors on the Governing Body of St Crispin's School, and to invite parents who wish to stand for election to put their names forward. One post becomes vacant on 15th March and the other on 19th April. An outline of the composition and commitments of St Crispin's Governing Body is attached along with the Code of Practice.

If you wish to stand for election 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. Include a brief personal statement for circulation to voters, should a ballot be required
4. Return the form to the school clearly marked "For the attention of the Returning Officer" by **4.00 pm Tuesday 26th February. No nomination will be accepted after that date and time.**

If the number of nominations received does not exceed the number of vacancies, the vacancies will be filled automatically 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 the Office. The candidate with the highest number of votes will be appointed to the position becoming vacant on 15th March and the candidate with the second highest will be appointed to the position becoming vacant on 19th April.

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

1. Ballot papers issued to parents, by pupil post, along with notification of the candidates on Thursday 28th February
2. **Last day for return of ballot papers – 12 noon on Thursday 7th March**
3. Count of ballot papers – 3.30 pm Thursday 7th March
(Candidates are welcome to attend the count and all parents will be notified of the result)

There is an expectation from the Local Authority and the Department for Education that all new governors will attend induction training. Dates of training will be notified once appointed. A copy of the rules of the election may be inspected at the school and on the school website.

Yours faithfully

Ginny Rhodes
Headteacher/Returning Officer



In the event of an election being held, I would prefer to receive the voting paper by post

Name Address.....

Parent/Guardian of Form

**PLEASE RETURN THIS SLIP (IN AN ENVELOPE) TO THE SCHOOL OFFICE BEFORE
4.00 pm on Tuesday 26th February**



The Role of Governors – St Crispin’s School

The Governing Body of St Crispin’s has twenty members of which seven are elected parent governors. There are also four staff governors (the headteacher and three elected representatives), four Wokingham Borough Council appointees and five community governors elected by the Governing Body. All classes of governors serve for a four year term.

Newly appointed governors are expected to attend induction training hosted by Wokingham Borough Council – either a one day course or the equivalent split over three evenings. Further ‘experienced governor’ training is offered on specific subjects.

The Governing Body meets for formal business twice a term. Governors are also expected to serve on committees (usually two) which each meet once or twice a term – our committees are Curriculum, Finance, Parents and Pupils, Premises, Personnel and External Relations. Meetings are usually held on weekday evenings.

Governors are also asked, where practical, to attend one or two in-school observation days per year – an opportunity for us to observe the realities of school life! We also have a group training evening once a year.

As a governor gains experience, he/she should expect to take on some additional responsibility either in the form of chairing a committee or responsibility for a specific area (examples are Health and Safety, Child Protection).

If you want to know more before deciding whether to stand the Chair of Governors, Geoff Wilde, would be happy to talk to you. Drop him an email (chairofgovs@crispins.co.uk) with a contact number and Geoff will give you a call.

If you would like to find out more about Governors’ responsibilities you can look at the following website (and other linked articles)
<http://www.education.gov.uk/schools/leadership/governance/becomingagovernor/rolesandresponsibilities/a0056694/categories-and-roles-of-school-governors>

Geoff Wilde – Chair of Governors
February 2013

Nomination form for the Election of Parent Governor at St Crispin's School

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

Parent/Guardian 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 (below) 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 **4.00 pm on Tuesday 26th February**. 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:

- Governors must be aged 18 or over at the date of their election or appointment.
- No person can hold more than one governorship of the same school.
- If he/she is liable to be detained under the Mental Health Act 1983[21].
- If he/she fails to attend meetings for 6 months without the consent of the governing body.
- If he/she is bankrupt.
- If he/she has been disqualified from serving as a company director or as a charity trustee.
- If he/she is included in the list of people whose employment with children or young people is restricted or prohibited.
- Are disqualified from working with children
- Are disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- If he/she has, within the last five years, been sentenced to three months or more of imprisonment without the option of a fine.
- If he/she has, within the last 20 years, been sentenced to two and half years or more of imprisonment or has, at any time, been sent to prison for five years or more.
- If he/she has, in the last five years, been convicted and fined for the offence of nuisance on school premises.
- Refusal to an application being made to the Criminal Records Bureau for a criminal records certificate.

Parent Governor

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

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

St Crispin's Code of Practice for School Governors

This code sets out the expectations on and commitment required from governors in order for the governing body to properly carry out its work within the school and the community

The purpose of the governing body

The governing body is the school's accountable body. It is responsible for the conduct of the school and for promoting high standards. The governing body aims to ensure that children are attending a successful school which provides them with a good education and supports their well-being.

The governing body:

- Sets the strategic direction of the school by:
 - Setting the values, aims and objectives for the school
 - Agreeing the policy framework for achieving those aims and objectives
 - Agreeing the school improvement strategy which includes approving the budget and agreeing the staffing structure

- Challenges and supports the school by monitoring, reviewing and evaluating:
 - The implementation and effectiveness of the policy framework
 - Progress towards targets
 - The implementation and effectiveness of the school improvement strategy
 - The budget and the staffing structure

- Ensures accountability by:
 - signing off the school's own self-evaluation report
 - responding to Ofsted reports when necessary
 - holding the headteacher to account for the performance of the school
 - ensuring parents and pupils are involved, consulted and informed as appropriate
 - making available information to the community

- Appoints and performance manages the headteacher who will deliver the aims (through the day to day management of the school, implementation of the agreed policy framework and school improvement strategy, and delivery of the curriculum) and report appropriately to the governing body.

For governing bodies to carry out their role effectively, governors must be:

- Prepared and equipped to take their responsibilities seriously;
- Acknowledged as the accountable body by the lead professionals;
- Supported by the appropriate authorities in that task; and
- Willing and able to monitor and review their own performance.

The role of a governor

In law the governing body is a corporate body, which means:

- no governor can act on her/his own without proper authority from the full governing body;
- all governors carry equal responsibility for decisions made, and
- although appointed through different routes (i.e. parents, staff, Local Authority community), the overriding concern of all governors has to be the welfare of the school as a whole.

General

- We understand the purpose of the governing body and the role of the headteacher as set out above
- We are aware of and accept the Nolan seven principles of public life: see appendix
- We accept that we have no legal authority to act individually, except when the governing body has given us delegated authority to do so, and therefore we will only speak on behalf of the governing body when we have been specifically authorised to do so.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will encourage open government and will act appropriately.
- We accept collective responsibility for all decisions made by the governing body or its delegated agents. This means that we will not speak against majority decisions outside the governing body meeting.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.

- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing body.

Commitment

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the governing body, and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and give notice if we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- Our visits to school will be arranged in advance with the staff and undertaken within the framework established by the governing body and agreed with the headteacher.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training
- We are committed to actively supporting and challenging the headteacher.

Relationships

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other governors.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other governors in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the headteacher, staff and parents, the local authority and other relevant agencies and the community.

Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school

- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing body meeting.
- We will not reveal the details of any governing body vote.

Conflicts of interest

- We will record any pecuniary or other business interest that we have in connection with the governing body’s business in the Register of Business Interests.
- We will declare any pecuniary interest - or a personal interest which could be perceived as a conflict of interest - in a matter under discussion at a meeting and offer to leave the meeting for the appropriate length of time.

Breach of this code of practice

- If we believe this code has been breached, we will raise this issue with the Chair and the Chair will investigate; the governing body should only use suspension as a last resort after seeking to resolve any difficulties or disputes in more constructive ways;
- Should it be the chair that we believe has breached this code, another governor, such as the vice chair will investigate;
- We understand that any allegation of a material breach of this code of practice by any governor shall be raised at a meeting of the governing body, and, if agreed to be substantiated by a majority of governors, shall be minuted and can lead to consideration of suspension from the governing body.
- We are aware of the provisions of regulation 15(1) of the School Governance (Procedures) (England) Regulations 2003, as amended, which pertain to the grounds for suspension as a school governor and of Schedule 6 to the School Governance (Constitution) (England) Regulations 2007 relating to the disqualifications from the role of school governor (held as a separate document)

The Governing Body of St Crispin’s adopted this code of practice on {date}. All Governors will be asked to sign this document as part of their induction.

Undertaking:

As a member of the Governing Body I will always have the well-being of the children and the reputation of the school at heart; I will do all I can to be an ambassador for the school, publicly supporting its aims, values and ethos; I will never say or do anything publicly that would embarrass the school, the Governing Body, the Headteacher or staff.

Signed

Printed name

Date:



Appendix: The Seven Principles of Public Life

(originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.