



04/02/25

Dear Parents

Duke of Bedford Primary School Election of Parent Governors

The governing body has a parent governor vacancy, and we are writing to you to ask if you would be interested in becoming a school governor.

Governors are responsible for ensuring the strategic direction of the school, its performance, and the use of resources to support learning. They help to ensure that our school provides the best education it can for children, parents, and our local community. Our parent governors are very valuable members of the governing body, and we rely on them to help us to give a parent's view. They are on the governing body as representative parents, but they are not delegates and other parents cannot mandate them on how they should vote.

Governors do not need to be experts to tackle the range of responsibilities expected of them. Help, advice, and training is available from various sources. If you are interested in being part of the team and have time to commit to this role, we would like you to consider becoming a parent governor. If you would like more information, please contact the school and we can put you in touch with the Chair of Governors for an informal chat.

Anyone who has parental responsibility for a pupil on the school roll at the time of the election can self-nominate, stand for election, and can vote in the election. A parent who works for the school for 500 hours or more or a parent who is an elected member of the local authority (County Councillor) is not eligible to stand for election, but they are permitted to vote. If insufficient parents stand for election the governing body can appoint nominated parents to the governing body. The term of office for a parent governor is four years.

All nominations should be sent into the school office **by 3.15pm on Monday 24/02/25**. We also need candidates to provide a written statement of not more than 200 words outlining why they would like to be a governor, and what knowledge/skills/experience they can bring to the governing body. If you would like extra copies of the nomination forms, please contact the school office.

On **27/02/25** we will inform parents about the details of parent governor nominations. If an election is necessary, we will send ballot forms home with the children with the names of the candidates and their details. Each parent will have **one** vote as there is **one** vacancy. The ballot is secret, and you can send or post the ballot paper back using a double envelope system. (The ballot paper should be sealed in an inner unmarked envelope, which would be sealed in an outer envelope with the name of the voter printed on the back.) The ballot paper can be placed in the ballot box outside the school office. All votes must be in by **11/03/25** when they will be counted.

Further copies of the nomination form can be obtained from the school office. If you require a copy of this letter in a language other than English or in large print format, please contact the school.

Yours sincerely

Mrs Hales
Headteacher



Self-Nomination Form

Election for a Parent Governor for Duke of Bedford Primary School

Name:

Child(ren) in Year(s):

Email address:

I am willing and eligible to stand for election as a parent governor at Duke of Bedford Primary School

Name of Candidate:	
Signature:	
Date:	

Please set out why you would like to become a school governor (in not more than 200 words). You can include details or relevant experience such as involvement in the local community, experience within an educational setting or in business.



Application and Pre-Appointment Check Form

DECLARATION OF ELIGIBILITY AS A SCHOOL GOVERNOR

The information you give on this form will enable your eligibility to serve as a governor to be established. If you are elected as a governor you will need to undertake enhanced DBS and Section 128 checks and provide further personal information which will be entered onto the DfE GIAS database but will not be made publicly available, your clerk will ask you to complete the relevant pre-appointment checks. These measures form part of the school's routine procedures for ensuring the safety of pupils, as well as complying with the relevant safeguarding/government guidance.

Full name (including title):

Email address:

Home address:

Postcode:

Home tel:

Mobile tel:

The School Governance (Constitution) (England) Regulations 2012

I declare that I am not disqualified from serving as a school governor under the disqualification regulations and that:

- I am aged 18 or over at the time of this election or appointment
- I do not already hold a governorship at the same school **

A person is disqualified from holding or continuing to hold office as a governor of a school if, in summary, that person:

- is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions order; debt relief restrictions order; an interim debt relief restrictions order; or their estate has been sequestrated and the sequestration has now 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 the Companies (Northern Ireland) Order 2002; 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 trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body
- has been removed from office as an elected governor within the last five years
- is included in the list of people considered by the Secretary of State as unsuitable to work with children or young people
- is barred from any regulated activity relating to children
- is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008
- is disqualified from working with children or registering for child minding or providing day care is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (without the option of a fine) in the five years ending with the date preceding the date of appointment/election as a governor or since becoming a governor
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of two and a half years or more in the 20 years ending with the date preceding the date of appointment/election as a governor
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more
- has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years ending with the date immediately preceding appointment/ election or since appointment or election as a governor
- refuses a request by the clerk to make an application to the Disclosure and Barring Service for a criminal records certificate

*** This does not apply to governors being considered for re-appointment or standing for re-election.*

I confirm that I am not disqualified under any of the conditions set out above.

Signature _____

Date _____