



# Phoenix St. Peter Academy

Executive Headteacher: Matthew Jordan, B.A. Hons. NPQH.

Deputy Headteacher: Terri Freeman, MA Ed., BEd. (Hons), PGDip.Ed.

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31<sup>st</sup> October 2023

Dear Parent and Carers

## **ELECTION OF PARENT & CARER GOVERNORS**

There are two places for Parent / Carer Governors on the Local Governing Body (LGB) of our school. I am therefore writing to give you details of the arrangements for nominations and voting for these posts. Successful Parent / Carer Governors will join our school's Local Governing Body and work to help reflect the interests and opinions of the Parent Body in the best interests of the school.

**No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the LGBs work.** Enclosed with this letter is a Nomination Form on which parents / carers who have children at the school can nominate themselves or another parent or carer, with their consent, for election as a Parent / Carer Governor.

It is necessary for a Parent / Carer Governor to have a child at the school at the time he or she is elected. Certain people are disqualified from being Governors and, as such, candidates are asked to please consult the attached sheet detailing the disqualification criteria before making a nomination. If grounds for disqualification come to light after appointment the person is automatically barred from being a governor and the appointment will terminate with immediate effect.

There is space on the nomination form for a statement of not more than 500 words by the person nominated in which they can give such details as they wish about themselves, their views and the skills they believe they can bring to the LGB. This statement would then be included on the voting paper.

The term of office is four years whether or not the child of the elected parent remains at the school for the whole of this period. A Parent / Carer Governor elected now will hold office until 2027 and, like other Governors, will be able to stand for re-election providing they are still eligible.

**The closing date for nominations is 1<sup>st</sup> December 2023.** If there are more nominations than the 2 vacancies the election will be held by ballot.

If you would like to discuss what the role entails further please contact Mr. Jordan, Mrs. Freeman or Mrs. Ward.

Yours sincerely

Mr. M.L. Jordan  
Executive Headteacher

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## **Qualifications and Disqualifications**

1.1 No person shall be qualified to be a Local Governor unless he/she is aged 18 or over at the date of his/her election or appointment. No current pupil of any of the Academies shall be a Local Governor.

1.2 A Local Governor shall cease to hold office if he/she becomes incapable by reason of illness or injury of managing or administering his own affairs.

1.3 A Local Governor shall cease to hold office if he/she is absent without the permission of the Local Governors from all their meetings held within a period of six months and the other Local Governors resolve that his/her office be vacated.

1.4 A person shall be disqualified from holding or continuing to hold office as a Local Governor if:

1.4.1 he/she has been declared bankrupt and/or his/her estate has been seized from his/her possession for the benefit of his/her creditors and the declaration or seizure has not been discharged, annulled or reduced; or

1.4.2 he/she is the subject of a bankruptcy restrictions order or an interim order.

1.5 A person shall be disqualified from holding or continuing to hold office as a Local Governor at any time when he/she 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).

1.6 A person shall be disqualified from holding or continuing to hold office as a Trust Appointed or Co-opted governor if they are paid staff of the Academy, any other REAch2 Academy or of the wider Trust.

1.7 A Local Governor shall cease to hold office if:

1.7.1 he/she would, by virtue of any provision in the Companies Act 2006 or section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision), be disqualified from acting as a trustee; or

1.7.2 he/she is otherwise found to be unsuitable by the Secretary of State under the provisions of the Funding Agreements.

1.8 A person shall be disqualified from holding or continuing to hold office as a Local Governor if He/she 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/she was responsible or to which he was privy, or which he/she by his conduct contributed to or facilitated.

1.9 A person shall be disqualified from holding or continuing to hold office as a Local Governor where he/she 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 178 of the Charities Act 2011.

1.10 A person shall be disqualified from holding or continuing to hold office as a Local Governor if he/she has not provided to the chairman of the LGB, by the date of the Local Governor's appointment or within 21 days of their appointment, a disclosure and barring service certificate (previously known as 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 confirms 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.

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

1.12 A Local Governor's term of office shall be terminated if:

1.12.1 he/she resigns by serving written notice to the Clerk;

1.12.2 the Trustees terminate his/her appointment;

1.12.3 he/she is removed by the persons appointing him (although this does not apply to elected staff or Parent Local Governors);

1.12.4 in the case of a Staff Member, his employment is terminated

1.12.5 in the case of Trust Appointed and Co-opted governors, he/she becomes a paid member of staff at the academy, any other REAch2 Academy or of the wider Trust.



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## Phoenix St. Peter Academy

### Election of Parent / Carer Governors

#### Nomination Form




Full Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

-  I have a child attending the above named school and am willing to serve as parent governor if elected.
-  I understand that if elected I will have to undergo a DBS (Disclosure and Barring) check and my appointment will be recorded on both the school's and DfE website.
-  A statement for inclusion in the voting paper is given below.

#### PARENT / CARER GOVERNOR ELECTION STATEMENT

*(Please provide a statement of not more than 500 words, setting out why you wish to be considered as a parent governor and what skills and experience you will bring to the LGB)*

I confirm that I am not disqualified from appointment for any of the reasons detailed on the enclosed form.

Signed:

\_\_\_\_\_

Dated:

\_\_\_\_\_

Completed nomination forms must be returned to the school by **1<sup>st</sup> December 2023**