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MRS JACQUI WARNE - EXECUTIVE HEAD

ELLEN TINKHAM SCHOOL

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Dear Parents and Carers

22nd September 2017

ELECTION OF PARENT GOVERNOR

I am writing to invite parents, guardians and carers of registered pupils to put their names forward for election to serve as a Parent Governor of the 'Learn to Live Federation', incorporating Bidwell Brook School, Ellen Tinkham School & Ellen Tinkham College.

Parent governors are welcomed as valued members of the governor team and play an important role. The governing board works together as a group, being responsible for the strategic direction of the Federation, promoting high standards of educational achievement and ensuring our resources are used to maximum impact.

Life as a governor is interesting and varied and we feel sure that there are parents prepared to take on this important role and give their time and commitment to helping us to continue to improve the school's performance.

Time Commitment: The term of office for a parent governor is four years.

The time commitment will involve attending governor meetings that are held during the school day at either Bidwell Brook School (Dartington), Ellen Tinkham School (Exeter) or Ellen Tinkham College (Exeter). Prospective governors must be prepared to travel to any of the above sites. Travel costs can be claimed.

The Full Governing Board meet once every half term, with each governor also serving on one of the two sub committees, also meeting once every half term. Governors may also be members of smaller committees, convened when necessary.

In addition, the time commitment will involve being fully prepared for the role by reading all circulated governor paperwork, attending governor training courses, participating in school/college visits, parents evenings, and further school events.

Training and support will be available to help you develop into the role, which includes in-house mentoring and support, as well as access to external governor training. Those new to being a governor are expected to attend induction training. For further information about the role, please get in touch with our clerk to the governors, Lesley Williams (clerk@learntolivefederation.co.uk) who will be happy to help.

If you would like to stand for election, please complete and sign the enclosed nomination form and return to either the school office addressed to Jacqui Warne as the returning officer, or email your nomination directly to the clerk to governors on: clerk@learntolivefederation.co.uk no later than 12 noon Monday 9th October 2017. If two or more nominations are received, an election by secret ballot will be held. If an election is required, details of the procedure will be sent to all parents.



Nominations must be from parents or carers with children at the school on the day that nominations close.

The information below summarises the disqualification criteria to serve as a governor. Anyone standing for election must certify that he/she is not disqualified for any reason. 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.

Yours sincerely



Jacqui Warne
Returning Officer at Ellen Tinkham School

Disqualification criteria

A person is disqualified from holding or from continuing to hold office as a governor or associate member if he or she:

- fails to attend the governing body meetings – without the consent of the governing body – for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex officio governors);
- is subject to a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief order or an interim debt relief order;
- has had his or her estate sequestrated and the sequestration order has not been discharged, annulled or reduced;
- is subject to:
 - I. a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
 - II. a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
 - III. a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
 - IV. an order made under Section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order);
- has been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of anybody;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children;
- is disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002;
- is disqualified from registration for childminding or providing day care;
- is disqualified from registration under Part 3 of the Childcare Act 2006;
- has received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (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-and-a-half 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 to allow an application to the Disclosure & Barring Service (DBS) for a DBS check.

