



Our Ref: LDa  
5th March 2020

Dear Parent/Carer,

**Parent Governing Committee vacancies - Ratton Local Governing Committee**

There will be 2 vacancies for parent governors on the Ratton Local Governing Committee (LGC). If you wish to stand for election as a parent governor of the school, please complete the enclosed nomination form. You will see from the attached nomination form that you need to obtain the signature of 2 parents/guardians to support your nomination.

The role of the LGC is a very important part of the strategic leadership of Ratton. Parent governors play a very important role in keeping the governing body aware of the views of parents and the local community. They are a vital part of the governing body and I hope that there are parents willing to give their time and commitment to this important role. A commitment to serving as part of a team and an enthusiasm for the work is paramount to a successful governing body. Governors do not work independently and will be supported in their roles. A new governor will be offered an opportunity to attend induction training to assist them and to have an experienced mentor governor allocated to them. Please see the attached role descriptions that highlight the skills and responsibilities for members of the LGC in Ratton. The term of office is up to 4 years.

Parents are disqualified from election or appointment as governors if they are paid to work at the school for more than 500 hours in a school year.

Completed nomination papers must be returned to the school no later than the end of the school day on Thursday 19<sup>th</sup> of March 2020. There will be a box placed in the main school reception for you/your child to post the nomination paper; **all nomination papers will be void if not placed in this box.**

If a larger number of nominations are received, I will arrange for parents to receive ballot papers which will include an election statement from each candidate and a vote will then have to take place. If a vote takes place, it will be counted at 3.30 p.m. Thursday 2<sup>nd</sup> of April 2020. Candidates may attend the count if they wish. I shall arrange for all parents to be notified of the result, through our regular Newsletter which is issued to all parents.

I have enclosed an extract from the Regulations concerning the qualifications and disqualifications connected with the office of governor. I have also included the role description for a governor on the LGC. Please read them carefully before applying. Additionally, an elected parent governor is required to complete a Disclose and Barring Service (DBS) form - an enhanced criminal record application, within 21 days of being elected.

Yours sincerely,

Miss L Davis  
Clerk to the Trustees

## SCHOOL GOVERNORS' QUALIFICATION -

### ELIGIBILITY CRITERIA (taken from the Declaration of Eligibility).

I declare that I am not disqualified from serving as a parent governor or co-opted governor and that:

- I am aged over 18;
- I do not already hold a governorship of the same school; *Please note that if you are applying for re-appointment, this information relates to the period when your current term of office ends;*
- I am not liable to be detained under the Mental Health Act 1983;
- I have not had my estate sequestrated;
- I am not subject to a bankruptcy restriction order or an interim order;
- I am not subject to a disqualification order under the Company Directors Act 1986;
- I am not subject to an order made under section 492(2) (b) of the Insolvency Act 1986;
- I have not 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 management;
- I am not included in the list of people considered by the Secretary of State as unsuitable to work with children;
- I am not disqualified from working with children or subject to a direction under section 142 of the Education Act 2002;
- I am not disqualified from registration for child minding or providing day care;
- I am not disqualified from registration under Part 3 of the Childcare Act 2006;
- I have not received a sentence of imprisonment (whether suspended or not) for a period of not less than three months in the five years before becoming a governor or since becoming a governor;
- I have not received a prison sentence of 2.5 years or more in the 20 years before becoming a governor;
- I have not at any time received a prison sentence of five years or more;
- I have not 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;
- I do not refuse to allow an application to the Criminal Records Bureau for a criminal records certificate.

# Nomination Form for Parent Governors

(Mr/Mrs/Miss/Ms) \_\_\_\_\_ (full name): \_\_\_\_\_

of (Full address)

(Tel. Nos.: (Home) \_\_\_\_\_ Work: \_\_\_\_\_

Parent/Legal Guardian of: \_\_\_\_\_  
(Child's name and Tutor Group)

I wish to stand for election as a Parent Governor of Ratton School. The following two parents or legal guardians of children attending the School support my nomination:

### Signature

## Address

1. \_\_\_\_\_

Name:

(Please Print)

---

Name:

(Please Print)

Brief election statement (no more than 100 words):

I have read and understood the eligibility for School Governors.

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_  
Please return the completed nomination form to Miss L Davis, Clerk to the Governors at Raton School to arrive not later than end of the school day \_\_\_\_\_ in a sealed envelope.

## **SOUTH DOWNS LEARNING TRUST**

### **Local Governing Committee Member: Role Description**

#### **Governance structure**

The South Downs Learning Trust is a multi-academy trust, which is a collaborative structure where a group of schools is governed through a single set of directors (or trustees). The Trust is directly accountable to the Secretary of State for Education for its academies, through its Board of Trustees. The Board of Trustees has established a Local Governing Committee for each academy within the Trust, to which a broad range of responsibilities are delegated.

Members of the LGC are volunteers and should adhere to the 7 principles of public life (the Nolan Principles).

#### **Role**

Members of local governing committees are expected to:

- 1. Contribute to the strategic direction of the academy and Trust by contributing to discussions at local governing committee meetings which consider:**
  - vision and values;
  - clear and ambitious strategic priorities and targets;
  - access of children, including those with special educational needs, to a broad and balanced curriculum;
  - the academy's budget, including the expenditure of the pupil premium allocation;
  - the academy's staffing structure;
  - the implementation of the Trust's policies;
  - the development of links with the local community;
  - the establishment of mechanisms to promote good parent/carer/family relations
- 2. Hold the senior leaders to account by monitoring the academy's performance; this includes:**
  - agreeing the outcomes from the academy's self-evaluation and ensuring they are used to inform the priorities in the academy's action and improvement plan;
  - considering all relevant data and feedback provided on request by academy leaders and external sources on all aspects of academy performance;
  - asking challenging questions of academy leaders;
  - ensuring senior leaders have implemented the required policies and procedures and the academy is operating effectively according to those policies;
  - acting as a link governor on a specific issue, making relevant enquiries of the relevant staff, and reporting to the governing committee on the progress on the relevant academy priority; and
  - listening to and reporting to the academy's stakeholders: pupils, parents, staff, and the wider community, including local employers.

3. In conjunction with the Trust, ensure the academy staff have the resources and support they require to do their jobs well (including the necessary expertise on business management, external advice where necessary, effective appraisal and continuing professional development and suitable premises).
4. When required, serve on panels of the Trust and local governing committee to:
  - appoint staff in the academy;
  - agree the pay recommendations for other staff;
  - hear complaints and staff grievances & disciplinary matters;
  - hear appeals about pupil exclusions.

5. Follow the principles and commitments set out in the Trust's Code of Conduct for Directors and Members of Local Governing Committees.

The role of a local governing committee member is largely a thinking and questioning role: they do not manage an academy day-to-day, but are required to oversee its long-term development in conjunction with the Trust.

#### **Knowledge and skills**

Local governing committees rely on a variety of experiences and perspectives. No specific prior knowledge is required, and we are seeking volunteers with a range of skills and backgrounds. Training and support is available for new and existing governors and is free of charge.

#### **Time commitment**

The average time commitment is 5-10 hours per term (6 terms per year). This includes meetings, background reading and academy visits.

#### **Term of appointment**

The normal term of appointment is 4 years and you would be eligible to be reappointed twice. However, as a volunteer you can resign at any time if your circumstances change.

#### **Expenses**

You may claim for necessary out of pocket expenses (such as travel costs) incurred as a result of fulfilling your role as a member of the local governing committee. Payments do not cover loss of earnings.

#### **Safeguarding**

The South Downs Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Members of local governing committees are expected to hold or be willing to obtain Enhanced DBS check or Enhanced check for Regulated Activity with the Disclosure & Barring Services (previously the Criminal Records).