



Enriching Lives:  
Unlocking Potential

Dear Parents and Carers,

## ELECTION OF PARENT GOVERNOR: NOMINATIONS

There is a vacancy for a parent governor to serve on the local governing body of Moor Green Primary Academy. We are very keen to encourage parents (or people with parental responsibility) of registered pupils to nominate themselves to fill this vacancy. Details of what you will need to do to be nominated are given on the reverse of this letter.

Parent governors are elected by and from other parents and are vital to our governing body. They share equally with other governors the responsibility for carrying out the local governing body's wide range of responsibilities. Governors are not involved with the operational running of the school, as their role is at the strategic and policy-making level. You do not have to be an expert on education to be a school governor, nor do you need any special qualifications.

If you join our governing body, you will serve for a four year term and you can continue to the end of the four years even if your child/children leave the school. Please be aware that being a governor does take up time. There are up to six governing body meetings each year and governors also link with an aspect of the school's curriculum and meet with the relevant leader in school once a term to review progress towards their objectives. You will need to set aside time to be able to be an effective governor: time to prepare for meetings, for visiting the school and, on occasion, undertaking training.

To find out more about what being a governor at Moor Green is like, you can contact Sean Russell (Chair of Governors) who will be very willing to answer your questions. Please contact Sean via [enquiry@moorgreenacademy.org](mailto:enquiry@moorgreenacademy.org)

If you would like to take the opportunity to put yourself forward as a candidate, you may only do so on an official form. Please complete and return the attached sheet to me by Monday 16<sup>th</sup> March. Applications should be sent to [enquiry@moorgreenacademy.org](mailto:enquiry@moorgreenacademy.org) or handed in to the school office. If it is necessary for there to be an election, I will contact you to let you know about the arrangements.

Yours sincerely

Mr T Twort

Headteacher

Moor Green Lane, Moseley, Birmingham, B13 8QP T: 0121 464 5662 F: 0121 464 5062  
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REAch2 Academy Trust is a charitable company limited by guarantee registered in England and Wales with company number 08452281. Registered office address: Scientia Academy, Mona Road, Buton-on-Trent, Staffordshire DE13 0UF.





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### **Who can be a parent governor?**

All those who have parental responsibility and are over the age of 18 are eligible to stand for election, including parents who work at the school provided that they work for less than 500 hours per year when they are elected.

There are some circumstances that disqualify an individual from serving as a school governor. If you wish to stand, you will be asked to complete a self-declaration of eligibility form (attached) to state that there are no reasons for being disqualified from serving as a governor and provide evidence of identity and address if required.

### **How to nominate yourself**

If you would like to put your name forward, your nomination must be supported by two parents of pupils currently at the school (not including anyone to whom you are closely related). Their signatures, names and addresses must be on the nomination form.

You should use the space provided on the form to write a brief personal statement (150 words maximum) to support your nomination.

If the number of nominations is the same as or less than the number of vacancies, all candidates will be elected unopposed.

If there are more nominations than vacancies, an election will take place. The statements of all candidates will be typed in a standard format and circulated to all parents with ballot papers.

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**PARENT GOVERNOR ELECTION: NOMINATION FORM**  
**This form should be returned to the Headteacher**  
**by Monday 16<sup>th</sup> March**

I wish to serve as Parent Governor and to be a candidate if an election is necessary.			
FULL NAME	ADDRESS & PHONE NUMBER	SIGNATURE AND DATE	NAME OF CHILD / CHILDREN

These parents of children currently attending the school support my nomination.			
FULL NAME (TITLE, FORENAME & SURNAME)	ADDRESS	SIGNATURE AND DATE	NAME OF CHILD / CHILDREN

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## SCHOOL GOVERNOR ELIGIBILITY SELF DECLARATION



	YES	NO
<b>Are you</b> aged 18 or over at the date of this election or appointment?		
<b>Have you</b> been disqualified as a governor at this school for failing to attend governing body meetings for a continuous period of six months, beginning with the date of the first meeting missed, without the consent of the governing body? <i>Note: This does not apply to Headteachers</i>		
<b>Has your</b> estate been sequestrated (temporarily repossessed) and the sequestration not been discharged, annulled or reduced?		
<b>Are you</b> the subject of a bankruptcy restrictions order or an interim order: debt relief restrictions order or interim order?		
<b>Are you</b> subject to: a disqualification order or disqualification undertaking under the Company Directors 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 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order)?		
<b>Have you</b> been removed from the office of a trustee for a charity by an order made by the Charity Commission or Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which you were responsible or to which you were privy or to which you contributed or to which you facilitated by your conduct?		
<b>Have you</b> been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body?		
<b>Are you</b> included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children) or young people?		
<b>Are you</b> subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008?		
<b>Are you</b> barred from any regulated activity relating to children?		
<b>Are you</b> disqualified from working with children or from registering for child-minding or providing day care?		
<b>Are you</b> disqualified from being an independent school proprietor, teacher or employee by the Secretary of State?		
<b>Have you</b> , in the five years prior to becoming a governor, or since becoming a governor been sentenced to three months or more in prison (whether suspended or not) without the option of a fine?		
<b>Have you</b> , in the twenty years prior to becoming a governor, received a prison sentence of two and a half years or more?		
<b>Have you</b> , at any time, received a prison sentence of five years or more?		
<b>Have you</b> been fined, in the five years prior to becoming a governor or since becoming a governor, for causing a nuisance or disturbance on school or education premises?		
<b>Have you</b> refused a request by the clerk to make an application to the Criminal Records Bureau for a criminal records certificate?		
<b>Are you</b> employed to work at the school or on a contract for services at the school and work for more than 500 hours a year		

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I declare that I am not disqualified from serving as a school governor.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**This form should be returned with your application to the Headteacher at the school by Monday 16<sup>th</sup> March**

NOTE: if there are any parts of this form that you cannot answer, cannot sign or which you have questions about, please Miss Claire Jones (School Business Manager) who will be able to advise you.

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