

## **ELECTION OF PARENT GOVERNOR**

**Tuesday 9<sup>th</sup> September 2025**

Dear Parents and Carers,

I am writing to inform you that our school has a vacancy on the governing board for a parent governor. As a parent of a child at the school you are entitled to stand as a candidate and/or vote in any election of a parental governor.

At Manston Primary, we want a governing body that represents the diversity of our local community and welcome interest in this position from all eligible parents.

A self-nomination slip is attached. If you wish to offer yourself as a candidate to become a parent governor, you should contact the school to request the information for prospective governors' and complete the slip and return it to school FAO: Mr Clay via the school office or by the school email by **Thursday 25th September 2025**.

Although we would welcome candidates who have an interest in, or some experience of, the areas below, any eligible parent can stand for election, the most important quality is a willingness to learn more about how schools work and the role of a governor. Full training and support are available for anyone who takes on the role.

- Supporting the safeguarding and wellbeing of pupils, or experience with Special Educational Needs and Disabilities (SEND)
- Experience of working with budgets or financial procedures
- Knowledge of health and safety matters
- An understanding of how performance data can be used to support improvement
- Knowledge of, or interest in, teaching and learning within schools
- Experience of human resources processes

Please note that you are not eligible to be a parent governor if you work at the school for more than 500 hours per year. You are also not eligible to be a governor if you fulfil any of the disqualification criteria listed on the eligibility form.

**All school governors are expected to sign up to and abide by the Governors' Code of Conduct.**

If the required number of nominations is received, then those persons will be automatically declared as parent governors. If there are more nominations than places then a ballot of all

parents will be held to select the parent governors. For this purpose, nominees are invited to prepare a short statement which will be circulated with the ballot forms. Space for this is included below the nomination slip. The length of the statement should not be more than 200 words. (*The Headteacher has the right to reduce any statements over and above this limit*).

Governors are strategic leaders of the school and parent governors participate positively in the vital role of making sure every child receives the best possible education. The other governors will include staff members, local authority governors and other governors appointed by the board. All governors should be appointed because of their skills and experience.

The DfE's Governance Handbook states: **'Governors must govern in the best interests of pupils; it is not their role to represent a stakeholder group.'**

All governors are expected to attend full governing body (FGB) meetings and the meetings of at least one committee. The FGB meets four times a year and committees at least three times each school year. To carry out your role effectively you will also be expected to attend relevant training and feedback to the governing board on any monitoring duties.

Please note that elected governors will be asked to complete a self-declaration proforma to confirm that they are eligible to serve as a governor.

Before deciding whether to stand for election it is recommended that you either contact myself, our current Chair of Governors through the school office or Leeds Governor Support Service on 0113 387 5213 to discuss the role further. Parent governors serve a four-year term of office irrespective of whether their child leaves the school during the term of office.

Yours sincerely,

**James Clay**  
Head Teacher  
Manston Primary School



## **Are you eligible to be a governor or an associate member?**

Dear Governor/Associate Member

All governors and associate members are asked to sign a self-declaration proforma to confirm that they are eligible to be a governor or associate member. Please see the list below which details when a person is not eligible to serve as a school governor as laid down by School Governance (Constitution) (England) Regulations 2003 (regulation 20 and Schedule 6). Please read these carefully. If you are happy that none of the criteria apply to you, please sign and date the form and **return it directly to the Headteacher at your school**. If you are unsure whether you are eligible or not please contact Governor Support Service on 0113 378 5213 for clarification.

People may not serve as school governors who:

- is the subject of a bankruptcy restrictions order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been sequestrated and the sequestration has not 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 Part 2 of the Companies (Northern Ireland) Order 1989, 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 charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body
- is included in the list of teachers or workers 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 128 of the Education and Skills Act 2008
- is disqualified from working with children or from registering for child-minding or providing day care
- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- has been sentenced to three months or more in prison (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 years or more in the 20 years before becoming a governor
- has at any time received a prison sentence of five years or more



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- 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 a request by the clerk to make an application to the Disclosure and Barring Service for a DBS certificate.

Anyone proposed or serving as a governor who is disqualified for one of these reasons

I confirm that I am eligible to be a school governor. I do not fulfil any of the above disqualification criteria.

Signature ..... Date .....

Name.....Governing Body .....