



Dear Parents/Carers,

September 2023

An exciting opportunity has arisen as we currently have a vacancy for a Parent Governor on our Local Governing Body.

Joining our Local Governing Body as a Governor offers you the opportunity to make a real contribution to the life and work of your child's Academy. All our governors are a vital part of driving improvement and excellence within Sutton Community Academy.

The role of academy governor

The role of governors is to ensure high standards of achievement for all children and young people in the academy by:

- ensuring clarity of vision, ethos and strategic direction
- holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff
- overseeing the financial performance of the organisation and making sure its money is well spent.

As part of the LGB team, a governor is expected to:

1. contribute to the strategic discussions at governing body meetings which determine
 - a. the vision and ethos of the school
 - b. clear and ambitious strategic priorities and targets for the school
 - c. that all children, including those with special educational needs, have access to a broad and balanced curriculum
2. hold executive leaders to account by monitoring the school's performance, which includes:
 - a. monitoring the outcomes from the school's self-evaluation and ensuring they are used to inform the priorities in the school development plan
 - b. considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of school performance
 - c. asking challenging questions of school leaders
 - d. ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of those audits
 - e. monitoring the school's budget, including the expenditure of the pupil premium allocation

- f. acting as a link governor on a specific issue, making relevant enquiries of the relevant staff, and reporting to the governing body on the progress on the relevant school priority
 - g. listening to and reporting to the school's stakeholders: pupils, parents, staff, and the wider community, including local employers.
- 3. serve on panels of governors to:
 - a. hear the second stage of staff grievances and disciplinary matters
 - b. hear appeals about pupil exclusions.

The role of a governor is largely a thinking and questioning role, not a doing role.

In order to perform this role well, a governor is expected to:

- get to know the school, including visiting the school occasionally during school hours and in agreement with the principal, and gaining a good understanding of the school's strengths and weaknesses
- attend induction training and regular relevant training and development events
- attend meetings (full governing board meetings and committee meetings) and read all the papers before the meeting (The Local Governing Body currently meets 4 times per year and meetings last for approximately two hours)
- act in the best interests of all the pupils of the school
- behave in a professional manner, as set down in the governing body's code of conduct,
- including acting in strict confidence.

Being a governor can be very rewarding and will provide you with the opportunity to work as part of a team and gain new skills. Don't worry if you have no experience as full training and support is available.

If you wish to nominate yourself as a parent governor then please complete the enclosed form and return it to the academy no later than **4th July 2023**. If three or more nominations are received, I will arrange for ballot papers to be issued to parents which will include candidates' written statements, in order for parents to indicate which candidates they support.

Votes of support will be counted and noted for consideration along with other criteria and stages in the application process which will include an informal meeting with the Principal.

If you have further queries or would like more information about becoming a parent governor, please contact the Academy on 01623 980055.

I look forward to hearing from you soon.

Yours sincerely



Mr L. Taylor

Head of Academy

Please complete the following information if you wish to put yourself forward for election as a Parent Governor. Before signing the form please check that you are not disqualified from becoming a school governor for any of the reasons stated overleaf. You may include a personal statement in support of your nomination. The statement should be no more than 100 words:

Please write your name and address in block letters below.	
Name	Mr/Mrs/Miss/Ms
Address	
Post Code	
Child's Name	
Year Group	

Please write your personal statement below

I agree to stand for election as a Parent Governor. I am not disqualified for any of the reasons stated overleaf.

Signed:	Date:
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Please return this form to Sutton Community Academy.

SCHOOL GOVERNORS' – QUALIFICATIONS DISQUALIFICATIONS

A governor must be aged 18 or over at the time of their election or appointment. This does not apply to an associate member.

A person is disqualified from being a governor or associate member if the following apply:

- cannot hold more than one governorship at the same school;
- is detained under the Mental Health Act 1983;
- has failed to attend the governing body meetings for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing body. This provision does not apply to the head teacher;
- foundation (other than ex-officio), LEA, community, partnership or sponsor governor who has been disqualified for failing to attend governing body meetings may not be nominated for election or appointed as a governor of any category at that school until 12 months has elapsed;
- his/her estate has been sequestrated and the sequestration has not been discharged, annulled or reduced or he/she is the subject of a bankruptcy restrictions order or an interim order;
- 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 to an order made under section 429 (2) of the Insolvency Act 1986 (failure to pay under county court administration order);
- has been removed from the office of charity trustee for a charity by an order made by the Charity Commissioners or High Court on the grounds of any misconduct or mismanagement, or under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 from being concerned in the management or control of any body;
- is included in the list kept under section 1 of the Protection of Children Act 1999(b) (list of those considered by the Secretary of State as unsuitable to work with children);
- is disqualified from working with children under sections 28 and 29 or 29A of the Criminal Justice and Court Services Act 2000;

is disqualified from registration under Part 10 A of the Children Act 1989(d) for child minding or providing day care; or

- disqualified from registration under Part 3 of the Childcare Act 2006(e);

- has been sentenced to 3 months or more in prison (whether suspended or not and without the option of a fine) within the last 5 years before becoming a governor or since becoming a governor (whether in the UK or elsewhere);
- has received a prison sentence of 2 ½ years or more within the last 20 years before becoming a governor;
- has at any time received a prison sentence of 5 years or more;
- has been convicted and fined for causing a nuisance or disturbance on education premises during the 5 years prior to or since appointment or election as a governor;
- A conviction for an offence given by a court outside the UK, which would not have constituted an offence in the UK must be disregarded.
- he/she refuses a request by the clerk to the governing body to make an application for a criminal records certificate.
- A person who is an elected member of the Local Authority or paid to work at a school for more than 500 hours in any school year cannot be elected or appointed as a parent governor at that school.
- A person is disqualified from appointment as a community governor of a school if he/she is:
 - A registered pupil at the school;
 - Eligible to be a staff governor of the school
 - An elected member of the Local Authority
- A person is disqualified from nomination or appointment as a partnership governor of a school if he/she is;
 - A parent of a registered pupil at the school;
 - A registered pupil at the school;
 - Eligible to be a staff governor of the school;
 - An elected member of the local education authority; or
 - Employed by the Local Authority in connection with its functions as a local education authority.
- Upon ceasing to work at the school, a staff governor of a school will be disqualified from continuing to hold office as such a governor.
- An ex-officio foundation governor will, upon ceasing to hold the office from which his governorship derives, be disqualified from continuing to hold office as such a governor.