



NORTH LANCING PRIMARY SCHOOL



Mill Road, Lancing, West Sussex BN15 OPT
(entrance in Browning Road)

Tel: 01903 752301

Fax: 01903 851132

e-mail: office@northlancing.w-sussex.sch.uk

Web Site: www.northlancing.w-sussex.sch.uk

Headteacher: Mrs Brown - Deputy Headteacher: Mr J Todd

31 October 2022

Dear Parent/Carer,

Parent Governor Nomination

Every maintained school in England has a governing board and the term of office of one of our parent governors has come to an end. Therefore, I am writing to invite you to stand for election as a parent governor or nominate another parent to do so – although please make sure you ask them first!

The role of the governing board

Governing boards have three core strategic functions:

- 1. Governors ensure clarity of vision, ethos, and strategic direction.**
The governing body helps to set long-term plans for the school, decide where improvements need to be made and how to make them.
- 2. Governors hold the headteacher to account for the educational performance of the school and the effective and efficient performance management of staff.**
The governing body looks at the quality of education being offered and ensures the head is doing everything possible to improve results.
- 3. Governors oversee the financial performance of the school and make sure its money is well spent.**
Governors examine budgets and spending proposals to monitor whether the school is getting value for money and ensure the money is spent in the right areas.

The Governing Board operates at a strategic level and is not involved in the day-to-day running of the school.

Who can apply?

To be able to volunteer, you need to be a parent, carer or someone who has parental responsibility for a child at North Lancing Primary School. You do not need any specific qualifications; the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing board's work.

The enclosed sheet summarises the circumstances under which someone cannot serve as a Parent Governor. Also enclosed is a list of experience, skills and other attributes useful for fulfilling this role. It is not expected that you would have all the skills listed rather that it would help you identify many of the key skills you may already have.



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Our Governing Board has certain expectations of governors, which currently are:

- a. To attend and contribute to half termly meetings of the full Governing Board (six per year)
- b. When required, to sit on any panel or working party and attend all associated meetings
- c. To monitor a link area within the school, e.g. Finance, Safeguarding, curriculum, health and safety, etc., and meet with the appropriate staff leader on a minimum of a termly basis, reporting on each visit to the Governing Board,
- d. To visit the school formally for monitoring purposes as directed by the Governing Board and informally on occasion
- e. take part in induction training and ongoing development (which will be provided for you)
- f. Do some background reading
- g. To comply with the expectations set out in our Code of Conduct.

Every governing board needs a balance and diversity of knowledge, skills and experience. The governing board would welcome applications from:

- a. Health and Safety (H&S officer, union rep etc)
- a. Legal (Paralegal, Solicitor etc)
- b. Premises background
- c. Strategy and risk management
- d. Ethnic minorities

Training is available for all governors and there is an expectation that those new to being a governor would attend free induction training, as well as regular training throughout the year. The role requires a high level of confidentiality and a commitment to give a small, but regular, amount of time. For further information on governance, please read the government publication 'A Competency Framework for Governance'.

If you are interested in becoming a parent governor, please complete the attached nomination form, which you will also find on the school website, and return it to the school office no later than **2:00pm on Friday 11 November 2022**. You may also include a short election statement to support your nomination, which should be no longer than 250 words.

If more than one nomination is received, I shall send all parents voting papers on **Wednesday 16 November 2022** which will include the candidates' election statements. These voting papers must be returned to school office in a sealed envelope by **2.00pm on Wednesday 30 November 2022**. The votes will then be counted and each candidate or their authorised representative may attend this count. All parents will be notified of the result.

Please read the regulations concerning the qualifications and disqualifications connected with the office of governor. Nominations must be from parents or carers with children at the school on the day that nominations close. If you would like further information about this role, please email the clerk to the governors Lynn Carter at lcarter@northlancing.co.uk

Yours faithfully,

EJ Brown

Returning Officer



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NOMINATION FORM FOR PARENT GOVERNOR

Please complete and return to the school by 2:00pm on 11 November 2022

Name _____

Address _____

Phone _____

Parent/Legal Guardian of _____

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

Name _____

Address _____

Signature _____

Name _____

Address _____

Signature _____

Brief election statement (no more than 250 words)

I agree to undertake a DBS check and confirm that I am not disqualified from holding office of school governor.

Signature of candidate _____

Date _____



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Qualifications to serve as a school governor

- I am aged 18 or over at the date of this election or appointment.
- I am not a registered pupil at the same school.
- I do not already hold a governorship of the same school.
- I am not the subject of a bankruptcy restrictions order or an interim bankruptcy restriction order.
- I am not the subject of a debt relief restrictions order or an interim debt relief restriction order.
- I have not had my estate sequestrated and the sequestration has not been discharged, annulled, or reduced.
- I have not been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the 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 anybody.
- I have not been disqualified from being a company director.
- I am not included in the list kept under section 1 of the Protection of Children Act 1997.
- I am not disqualified from being the proprietor of any independent school or from being a teacher or other employee in any school.
- I am not disqualified from working with children.
- I am not disqualified from registration for child minding or providing day care.
- I have not, in the five years prior to becoming a governor, received a sentence of imprisonment, suspended or otherwise, for a period of not less than three months without the option of a fine.
- I have not, in the twenty years prior to becoming a governor, been convicted as aforesaid of any offence, and has had passed on me a sentence of imprisonment for a period of not less than two and a half years.
- I have not, at any time, had passed on me a sentence of imprisonment for a period of not less than five years.
- I have not been fined, in the five years prior to becoming a governor, for causing a nuisance or disturbance on educational premises.
- I am not subject to a disqualification order under the Criminal Justice and Court Services Act 2000.
- I am not subject to a direction of the Secretary of State under Section 128 of the Education and Skills Act 2008.



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Experience, skills and other attributes useful for becoming a school governor

Essential for all governors/trustees	Should exist across the governing board
Commitment to improving education for all pupils	Change management (e.g. overseeing an organisational restructure, changing careers)
Ability to work in a professional manner as part of a team and take collective responsibility for decisions	Understanding of current education policy
Willingness to learn	Being a critical friend
Commitment to the school's vision and ethos	Communication skills, including being able to discuss sensitive issues tactfully
Has basic literacy and numeracy skills	Ability to analyse data
Has basic IT skills (i.e. word processing and email)	Ability to question and challenge
Should exist across the governing board	Experience of project management
Understanding and/or experience of governance	Performance management/appraisal of someone else
Previous experience of being a board member in another sector	Experience of being performance managed/appraised yourself
Experience of chairing a board/ governing board or committee	Financial oversight
Experience of professional leadership	Financial planning/management (e.g. as part of your job)
Vision and strategic planning	Experience of procurement/purchasing
Understanding and experience of strategic planning	Experience of premises and facilities management
Ability to analyse and review complex issues objectively	Knowing your school and community
Ability to identify problems	Links with the community
Ability to propose and consider innovative solutions	Links with local businesses
Experience reviewing the impact of new ideas and initiatives	Knowledge of the local/regional economy
Ability to learn from failure	Working or volunteering with young people
Ability to make difficult decisions in the best interests of pupils	Understanding of special educational needs



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