

September 2018

Dear Parent/Guardian

PARENT GOVERNOR ELECTION

After several years service to the school, three of our Parent Governors have come to the end of their terms of office. They have been vital members of the Governing body giving freely of their time and we would like to take this opportunity to thank them for the valuable work that they have done. This is a great opportunity to get involved and make a difference and we therefore invite parents who wish to stand for election to put their names forward.

A Parent Governor must be a parent (parent includes a guardian or a person who has the actual custody of the student) of a registered student at the school, be nominated by parents and elected by parents in a secret ballot. Whilst we welcome nominations from all parents, we would particularly welcome candidates with professional expertise in the fields of law, marketing, property/building and qualified accountants. However, the best qualities we are looking for is an ability to listen, to seek to understand, to ask probing questions and share knowledge from their own area of expertise in order to further the school.

Role of Parent Governor

As an academy Governors automatically become Company Directors. The normal term of office is four years. Governors are expected to discuss a wide range of matters relating to the school but do not represent any particular viewpoint or group of people. If you are interested in this role more information can be found on <http://www.sgoss.org.uk>. Training is available and there is an expectation that all new Governors will attend induction training provided by Wokingham Borough Council. New Governors would also be subject to an enhanced Disclosure Barring Service check.

Meetings

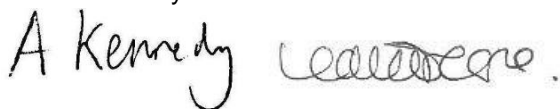
The Governing Body meets a minimum of four times a year, with two sub committees (Finance and Premises and Standards and Curriculum) meeting at least once a term. Governors are expected to attend at least one of these committees on a regular basis. Meetings are mainly held at the school and usually start at 6.30pm except for one of the Governing Body meetings which starts at 1.25pm; this enables Governors to meet with groups of staff for lunch. A schedule of meetings is agreed in July for the coming academic year. The first meeting of the Governing Body following the election will be held on the 4th December 2018 at 1.25pm. Governors would also be expected to attend other ad hoc meetings which may need to be held during the day. These meetings are only called if absolutely necessary. Additionally Governors will be asked to contribute to other aspects of school life including parents evening and interviews. Governors are also linked to departments in order to help them gain a better understanding of the workings of the school and to support the departments.

If you have a genuine interest in young people and the changing needs of the next generation then we look forward to hearing from you.

The arrangements for the Parent Governors' election and the nomination forms are enclosed.

Should you require any further information please do not hesitate to contact our Clerk to the Governors, Mrs Katie Warner at the school (k.warner@holt.wokingham.sch.uk).

Yours sincerely

The block contains two handwritten signatures in black ink. The first signature is 'A Kennedy' and the second is 'Katie Pearce'.

Anne Kennedy
Co-Headteachers

Katie Pearce

1. If you wish to be nominated as a Parent Governor, please complete the attached nomination form and return to the School by the date specified below. Your nomination must be supported by a proposer. All parents/guardians of students in the School are eligible for election.
2. Nominations must be returned to the Clerk to the Governors at The Holt School by 3pm on Friday 28th September 2018.

The School cannot accept responsibility if the nomination does not reach the Clerk by the deadline, if you do not use one of the following methods:-

- **E-mail intention to stand, to the Clerk, Katie Warner at k.warner@holt.wokingham.sch.uk. Signed paperwork must then be received in school marked for the attention of the Clerk before the deadline of 28th September 2018.**
- **Post forms for the attention of the Clerk, Katie Warner using the proof of delivery service from the Royal Mail.**
- **Hand the completed forms to the Clerk any time Monday to Friday between 9am and 4pm**

This is to avoid nominations being lost or mislaid.

If three nominations are received the candidates would be duly elected. If more than three nominations are received then a contested election would follow.

3. A notice to the effect that a contested election will be held, together with the names of the nominees, will then be posted on the school website www.holtschool.co.uk and in the school reception area in The Holt building.
4. Nominees are invited to submit information about themselves with their nomination form. This information will then be supplied to all parents, along with the instructions for voting. Every parent/guardian of a student in the school has the right to vote.
5. The election closes at 9am on 15th October 2018. Any votes cast after this time will not be counted. The count will be held at 10.30am on that day and the successful nominees will be informed immediately. Nominees are entitled to be present at the count.
6. There is an expectation from the Department of Education that all new Governors will attend induction training. Dates of training will be notified once appointed.

Qualifications and Disqualifications to Serve as a School Governor

A Governor must be aged 18 or over at the time of his/her election or appointment and cannot hold more than same school.

A person is disqualified from holding or continuing to hold office as a Governor or associate member if he or she:

- is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced;
- is subject to:
 - a disqualification order or disqualification undertaking under the Company Directors Act 1986
 - an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a county court administration order);
- has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on the grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned in the management or control of anybody;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children;
- is disqualified from working with children or subject to a direction under section 142 of the Education Act 2002;
- is disqualified from working with children under sections 28, 29, or 29A of the Criminal Justice and Court Services Act 2000;
- is disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care;
- is disqualified from registration under Part 3 of the Childcare Act 2006;
- has received a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months (without the option of a fine) in the 5 years before or since becoming a Governor;
- has received a prison sentence of 2½ years or more in the 20 years before becoming a Governor;
- has at any time received a prison sentence of 5 years or more;
- has been convicted under section 547 of EA 1996 (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992 (nuisance or disturbance on educational premise) during the 5 years prior to or since appointment or election as a Governor;
- is employed at the school for more than 500 hours per academic year if wishing to stand for parent Governor at the same school;
- has refused a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997 for a criminal records certificate
- has been disqualified from holding office as a Governor of this school due to failure to attend Governing Body meetings for a continuous period of six months