



06 December 2018

Dear Parent and Carers

We have vacancies for 2 Parent Governors on our Governing Body and I am writing to invite nominations to fill these vacancies.

The Governing Body plays an important role in the life of our school. It is the key link between our school, our parents and the local community. It works closely with the Principal and Senior Leadership Team in planning the future development of the school. It monitors the school's educational, financial and pastoral performance and provides constructive challenge to school leaders to ensure that standards are maintained, targets are achieved and progress secured.

Parent Governors play an important role as members of the Governing Body, making sure that parents' views are reflected in the running and development of the school. The term of office for Parent Governors is four years. Governors are expected to attend the four meetings that take place in the evening during the course of the academic year and provide support to the school on an ongoing basis. Training is available for all Governors and those new to being a Governor are required to attend induction training.

If you would like to stand for election, please complete the enclosed nomination form and return to the school no later than **Thursday 20 December 2018**.

Nominations must be from parents with children at the school on the day that nominations close. Parents putting their names forward are invited to provide some brief biographical details. This should be no more than 50 - 60 words and should be suitable for inclusion on the ballot paper. Parents who have paid employment in the school for 500 hours per academic year or more are not eligible to stand in these elections.

**The enclosed sheet summarises our school regulations for disqualification to serve as a Governor. Anyone standing for election must certify that he/she is not disqualified for any reason.**

The successful candidate(s) will be required to submit an application to the Disclosure and Barring Service regarding their suitability to have access to children and young people. Candidates will not be able to take up their appointment until clearances have been received.

Queensbury Academy, Deanstones Lane, Queensbury, Bradford, BD13 2AS.  
Tel: 01274 882214 Fax: 01274 884853 Email: [office@qa.fetrust.org.uk](mailto:office@qa.fetrust.org.uk) Website: <http://queensbury-academy.fetrust.org.uk/>

Principal: Mrs C B Macklin



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If there are more nominations than vacancies, the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents, together with details of the ballot procedure.

Yours sincerely



**Mrs C B Macklin**  
**Principal**

*Section 576 of the Education Act 1996 defines 'parent' as:*

- *all natural parents, whether they are married or not*
- *any person who, although not a natural parent, has parental responsibility for a child or young person*
- *any person who, although not a natural parent, has care of a child or young person (Having care of a child or young person means that the child lives with and is looked after by that person, irrespective of what their relationship is.)*

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## **School Regulations: Disqualifications for holding the post of Governor**

### I. General Grounds:

- a. Registered pupils cannot be Governors.
- b. A Governor must be aged 18 or over at the time of election or appointment.
- c. A person cannot hold more than one Governor post at the same school at the same time.

### II. Parent Governor:

A person is disqualified from being a Parent Governor if they are paid to work at the school for more than 500 hours (for more than one-third of the hours of a full-time equivalent) in any consecutive twelve-month period (at the time of election or appointment).

### III. Grounds that arise because of particular failings or actions on the part of the Governor:

- a. A person is disqualified from being a Governor of a particular school if they have failed to attend the meetings of the Governing Body of that school without the consent of the Governing Body for a continuous period of six months, beginning with the date of the first meeting they failed to attend. This does not apply to the Principal appointed by virtue of their office.
- b. Any person who has previously held office as an elected Governor (parents or staff) and who was removed from the Local Governing Body during their term of office is disqualified from serving or continuing to serve as a Governor for five years from the date of their removal.
- c. A person is disqualified from holding or continuing to hold office if that person:
  - 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, or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).

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- 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.
- 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 disqualified from working with children or from registering for childminding 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.
- 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 clearance.

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**QUEENSBURY**  
ACADEMY

**NOMINATION FORM FOR THE ELECTION OF PARENT GOVERNOR(S)**

Name of Nominee: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*I confirm that I am willing to stand as a candidate for election as a Parent Governor and that I am not disqualified from holding office for any of the reasons under the School Regulations.*

Signature	Date
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The nominee may set out below/overleaf information about him/herself to go out with the ballot papers.  
Word limit is 50-60 words.

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**Completed nomination forms must be returned to the school by Thursday 20 December 2018**

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