Appendix A

Parent Governors

All maintained school governing bodies must have at least two parent governors.

Who are Parent Governors?

Parent governors are elected by parents of children at the school. For a person to stand for election and to vote in a parent governor election he/she must either be the natural parent of a child registered at the school, or be a person with parental responsibility for, or having care of, such a child.

In maintained nursery schools parents of children for whom educational or other provision is made on the premises of the school at the time of the election are also eligible to stand for election and vote in a parent governor election.

If there are insufficient eligible candidates for the vacancies at an election the governing body can appoint a parent governor, but there are restrictions on who can be appointed.

Governors normally serve for four years unless a shorter term is specified in the Instrument of Government for the school. If a parent governor ceases to be the parent of a child registered at the school within the period for which they have been elected, he/she may continue to be a governor for the rest of his/her term of office.

What are Parent Governors?

Parent governors have the same rights, responsibilities and duties as other governors.

Parent governors should play a full and active part in the governing body but,

Parent governors, like other governors, do not have the power to act as individuals or as a group, unless specifically authorised to do so by the governing body.

Parent governors are not on the governing body simply to represent the interest of parents, or to be the only link with parents because all governors must have regard to these issues.

What do governors do?

All maintained schools have a governing body which together with the headteacher sets the aims and policies of the school. The headteacher is responsible for the day to day management of the school. Together the governing body and headteacher must ensure the school provides good quality education and helps to raise standards.

The governing body:

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- is accountable for the performance of the school to the parents and the wider community
- plans the school's future direction
- selects the headteacher
- makes decisions on the school's budget and staffing
- makes sure the National Curriculum is taught
- decides how the school can encourage pupils' spiritual, moral and cultural development
- makes sure the school provides for all its pupils, including those with special educational needs.

How much time will it take?

To be an effective member of the governing body team, it takes time. You will need to prepare for and attend at least three full governing body meetings per year. You will also be involved in one or two committees dealing with finance, staffing, curriculum or premises. These usually meet at least once a term. In addition some governors take on other roles such as Special Educational Needs governor.

The amount of time you will need to give depends on how involved you become but governing bodies cannot operate effectively with passengers. You must be prepared to take more than an interest.

What support is available?

Lancashire County Council and the associated dioceses/church authorities provide a wide range of support services and training for governors.

All new governors receive an introductory pack of materials from the county council which outlines the range of training opportunities available to governors and governing bodies and provides the basic reference documents. There is also a termly newsletter which helps to keep governors up to date with recent developments.

Sometimes governing bodies have difficult decisions to take. In such cases the governing body has access to support and advice from the county council and the church authorities/dioceses as appropriate.

If you require more information about being a governor speak to the headteacher at your child's school or contact Governor Services on 01257 516147, governors.central@lancashire.gov.uk .

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Appendix B

Biographical Details

Candidates are asked to give some information about themselves, which will help parents to decide whether to vote for them or not. (Maximum of 60 words)

Name (Capitals)_____

_____

_____

_____

_____

_____

_____

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_____

_____

_____

_____

_____

Signature _____

Walverden Primary School

Parent Governor Election

Notice of Election

24th November 2026

Dear Parent,

There are places for parent governor(s) on the governing body of this school. They are elected by the parents of pupils at this school* to serve a FOUR year term of office. There is now a vacancy for **TWO** parent governor(s). You may, if you wish, put yourself forward for election, using the attached nomination form. Please read the information given with this form.

The timetable for the election is: -

1. Nomination form to be returned to me by 12.00 noon on Tuesday 8th December 2026
2. Ballot papers to be sent to all parents on Friday 11th December 2026 (Voting will only take place if there are more nominations than vacancies)
3. Ballot papers to be returned to me by 12.00 noon on Wednesday 6th January 2027
4. The votes will be counted at 1pm on Thursday 7th January 2027 after which the result will be announced.

Governors have an important and influential role to play in the life of our school, and I do hope you will be able to take part in this election by becoming a candidate and by casting your vote when the time comes.

If you require any further information about being elected to the governing body, please do not hesitate to contact me.

Yours sincerely

Miss H. Ahmed
Headteacher
Returning Officer for Governor Election

(*For a maintained nursery school add "....and parents of children for whom educational or other provision is made on the premises of the school....")

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Appendix E

Parent Governor Election

Disqualification from holding a governorship

Regulations disqualify certain individuals from becoming a governor. Before your nomination can be considered you are required to confirm that you are not disqualified from becoming a governor. **Failure to submit a declaration will debar you from consideration as a governor.** You are required to notify the Clerk to the Governing Body, in writing, if you subsequently become disqualified from continuing as a governor.

Further information on any of the criteria can be found in the School Governance (Constitution) (England) Regulations 2012, Schedule 4. This section refers specifically to disqualification from governorship. Alternatively, you may contact Governor Services on 01257 516147.

Qualification and Disqualification Criteria

General

- Registered pupils cannot be governors.
- A governor must be aged 18 or over at the time of election or appointment.
- A person cannot hold more than one governor post at the same school at the same time.

Particular categories of governor

- A person cannot be a **parent governor** if they are an elected member of the local authority or paid to work at the school for more than 500 hours in any consecutive twelve month period (at the time of election or appointment).

Failure to attend meetings

- 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 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 does not apply to the headteacher or to foundation governors appointed by virtue of their office.
- A foundation, local authority, co-opted or partnership governor at the school who is disqualified for failing to attend meetings is only disqualified from being a governor of any category at the school during the twelve month period starting on the date on which they were disqualified.

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Bankruptcy

A person is disqualified from holding or continuing to hold office as a governor of a school if:

- their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
- they are the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order.

Disqualification of Company Directors

A person is disqualified from holding, or from continuing to hold, office as a governor of a school at any time when they are subject to:

- a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986;
- a disqualification order under the Company Directors Disqualification (Northern Ireland) Order 2002;
- 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).

Disqualification of Charity Trustees

A person is disqualified from holding, or from continuing to hold, office as a governor of a school if they have:

- been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or the High Court on the grounds of misconduct or mismanagement or
- been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body.

Persons whose employment is prohibited or restricted

A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when they are:

- included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people;
- barred from any regulated activity relating to children;
- disqualified from working with children or from registering for childminding or providing day care;
- disqualified from being an independent school proprietor, teacher or employee by the Secretary of State.

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Criminal Convictions

A person is disqualified from holding or continuing to hold office as a governor if they have:

- 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;
- received a prison sentence of two years or more in the 20 years before becoming a governor;
- at any time received a prison sentence of five years or more;
- 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.

Refusal to make an application for a criminal records certificate

A person is disqualified from holding or continuing to hold office as a governor if they refuse a request by the clerk to the governing body to make an application to the Criminal Records Bureau for a criminal records certificate.

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Appointment of Parent Governors

Governing Body

The Education Act 2002 provides that:

- The conduct of a maintained school shall be under the direction of the school's governing body.
- The governing body shall conduct the school with a view to promoting high standards of educational achievement.

Within this broad framework, the governing body:

- sets the broad strategy for the school's development;
- is accountable to those who established and fund the school, to parents and the wider community;
- must act in accordance with requirements laid down in Acts of Parliament, statutory regulations and the school's Instrument of Government;
- must at all times act fairly and without prejudice.

Parent Governors

All governing bodies are made up from people appointed or elected to different categories of governor. At all schools one of the categories of governor is a parent governor.

Parent governors are normally elected by parents of children at the school. However if there are insufficient eligible candidates for the vacancies at an election the governing body can appoint a parent governor but there are restrictions on who can be appointed.

If you wish to be considered for a position of appointed parent governor, please complete the pro-forma application form attached at Annex B and return it as indicated.

Please note that parent governors cannot be elected members of the local authority, or people employed to work at the school for more than 500 hours in any 12 consecutive months.

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ANNEX A
Disqualification from holding a governorship

Regulations disqualify certain individuals from becoming a governor. Before you can be appointed as a governor you are required to confirm that you are not disqualified from becoming a governor. You are required to notify the Clerk to the Governing Body, in writing, if you subsequently become disqualified from continuing as a governor.

Further information on the criteria can be found in the DfE Guide to the Law for School Governors and the School Governance (Constitution) (England) Regulations 2012, Schedule 4. This section refers specifically to disqualification from governorship. Alternatively contact Governor Services on 01257 516147.

Qualification and Disqualification Criteria

1. A governor must be aged 18 or over at the time of their election or appointment.

2. A person cannot hold more than one governorship at the same school.

3. A person is disqualified from being a governor if they:

- have had their estate sequestrated (temporarily repossessed) and the sequestration has not been discharged, annulled or reduced; or they are the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- are subject to a disqualification order under the Company Directors Disqualification Act 1986, an order or undertaking under the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2) of the Insolvency Act 1986;
- have been removed from the office of charity trustee or trustee for a charity by the Charity 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;
- are included in the list of people considered by the Secretary of State as unsuitable to work with children;
- are subject to a direction under Section 142 of the Education Act 2002;
- are barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006;
- are disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000;
- are disqualified from registration for childminding or providing day care under Part 2 of the Children and Families (Wales) Measure 2010 ;
- are disqualified from registration under Part 3 of the Childcare Act 2006;
- have 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;
- have received a prison sentence of 2½ years or more in the 20 years before becoming a governor;
- have at any time received a prison sentence of five years or more;
- have 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;
- refuse to an application being made to the Criminal Records Bureau for a criminal records certificate.

Additionally parent governors cannot be elected members of the local authority or employed to work at the school for more than 500 hours in any consecutive twelve month period.

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ANNEX B
Application for appointment as a Parent Governor

School Name: .....

*1. Surname ..... *2. First Name(s) .....

*3. Title (Mr/Mrs/Ms/Miss) or other .....

*4. Address (including postcode) .....

.....

*5. Telephone Number (home) ..... (work) .....

(fax) ..... (e-mail) .....

*6. Are you a governor at another school?

(if yes please give the names) .....

.....

*7. Have you previous experience as a governor?

(if yes please give name of school(s) and dates) .....

.....

.....

.....

8. Please outline your experience of other work with schools or in educational settings (eg volunteer helper, member of PTA etc) .....

.....

.....

.....

9. Please outline any experience, at home, at work or elsewhere which may be relevant to you becoming a governor:

.....

.....

.....

10. Please set out below why you would like to become a governor, and any particular areas in which you feel you would be able to contribute to the work of the governing body:

.....

.....

.....

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ANNEX B (cont)
Application for appointment as a Parent Governor

11. (a) What is your interest in/knowledge of the school? .....

.....

.....

(b) Have you a past or present association with the school? If so, what is it? .....

.....

.....

12. In appointing a parent governor the governing body may only appoint a person who meets certain criteria. Please tick the relevant box(es) which apply to you:

(a) All schools except community special and foundation special schools

- ☐ I am the parent of a registered pupil at the school
- ☐ I am the parent of a former registered pupil at the school
- ☐ I am the parent of a child under or of compulsory school age

(b) Community special and foundation special schools

- ☐ I am the parent of a registered pupil at the school
- ☐ I am the parent of a former registered pupil at the school
- ☐ I am the parent of a child under or of compulsory school age with special educational needs for which the school is approved
- ☐ I am a parent with experience of educating a child with special educational needs

Please complete and sign the following declaration:

- I would like my application to become a parent governor to be considered.
- I agree to abide by any code of practice which has been adopted by the governing body which outlines the purpose of the governing body and describes the appropriate relationship between individual governors, the whole governing body and the school.
- I am willing for the information on my governorship to be made available to interested parties in relation to the purposes outlined below. (Tick this box if you are not willing ☐.)

1. The information on the form will be made available to the governing body in order for the appointment to be considered.
2. If you are appointed the information marked * will be held and be used by the County Council only to allow the County Council to provide support to school governors. The Data Controller is Lancashire County Council and the nominated officer for data protection is the Data Protection Officer.

- I certify that I have read and considered the criteria for the disqualification of governors set out in Annex A and confirm that I am not disqualified from becoming a governor. I agree to inform the Clerk to Governors, in writing, immediately should I cease to be qualified to serve as a governor.

Signed ..... Date .....

Please return this form to: office@walverden.lancs.sch.uk

.....

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