



Bishop Wordsworth's School

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Head Master: Dr S D Smallwood BSc (Hons) PhD NPQH

9 June 2017

Dear Parent or Guardian,

NOTICE OF ELECTION OF PARENT GOVERNOR(S)

The Articles of Association of Bishop Wordsworth's School provides that there may be two elected parent governors on the Governing Body and these governor places will both be vacant at the end of June. This letter is to invite parents to stand for election. ('Parent(s)' includes guardian(s) or any person who has parental responsibility for the boy or who has care of him).

Parent governors are elected by parents and from parents and are vital to our Governing Body. They share equally with other governors the responsibility for carrying out the Governing Body's wide range of responsibilities. Governors do not run the school day to day, as their role is at the strategic and policy-making level in the school. You do not have to be an expert on education to be a school governor; your role would be as a typical parent in bringing a parent's perspective to the running of the Governing Body and the school. We value the experience that all governors bring to the role.

If you join our Governing Body, you would serve for a four year term (although you may of course resign at any time) and you can continue to the end of the term of office even if your child/children leave the school. Being a governor does take up time. There are five governing body meetings each year, and governors usually serve on a committee/committees which meet two or three times each year. You will need to set aside time to be able to be an effective governor: time to prepare for and attend meetings, for visiting the school and undertaking some training.

To find out more about what being a governor at this school entails, you can contact the current parent governors whose contact details are on our website under 'Governors and Governance' where there is also much information about school governance and governors' roles.

If you wish to stand for election as a parent governor you must be proposed and seconded by other parents of pupils registered at the school. You should apply and the proposer and seconder should indicate their support for your candidature on the nomination form attached. All nominations must be returned to me via the school, within 17 days of the date of this letter.

If there are more parents or guardians offering to serve than there are vacancies there will be an election by secret ballot. If you are standing and wish a short election address (maximum ½ a page of A4, 12 point text) to be included with the ballot paper with your qualifications, experience, views on that needs to be done etc then please email the address to: djp@bws.wilts.sch.uk.

Some people are disqualified from becoming a school governor, including anyone who is an undischarged bankrupt, has been convicted of certain criminal offences or is liable to be detained under the Mental Health Act 1983(a). The full list of disqualifications is attached.

Full details of governors' duties are on the School website under 'governors' but, in summary, governors should:

- Have an interest in Education.
- Contribute to the future plans for the School.
- Be willing to attend training and external courses as necessary (normally no more than one per year).
- Join at least one committee dealing with a specific area of governance arrangements.
- Act in the interest of the School and the School Ethos.
- Be supportive of the Governing Body and attend meetings (The Governing Body meets 4 times each year and each committee from 2 to 4 times a year).
- Join a range of school events during the school year.

Yours sincerely,

Lieutenant Colonel D J Peerless

Company Secretary

Enclosures

1. Disqualifications
2. Nomination Form.

SCHOOL GOVERNOR DISQUALIFICATIONS

A person is disqualified from being a governor if they:

- ◇ are at any time during their period of office detained under the Mental Health Act 1983;
- ◇ have 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 (not applicable to ex officio governors);
- ◇ are bankrupt;
- ◇ are subject to a disqualification order or disqualification undertaking under the Company Directors 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 an order made under section 492(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- ◇ 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 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 from being concerned in the management or control of any body;
- ◇ are included in the list of teachers or workers prohibited or restricted from working with children or young people;
- ◇ are disqualified from working with children;
- ◇ are disqualified from being an independent school proprietor, teacher or employee by the Secretary of State for Education and Skills;
- ◇ have received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (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 2.5 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 an application being made to the Criminal Records Bureau for a criminal records certificate.

ELECTION OF PARENT GOVERNOR – BISHOP WORDSWORTH'S SCHOOL

NOMINEE: I, (names in full) _____

of (address) _____

wish to stand as a candidate in the election for parent governor to serve on the Governing Body of Bishop Wordsworth's School. I have/have not emailed my 'manifesto'.

I am a parent/foster parent/guardian of the following pupil(s) who is/are registered at the school:-

Name	Date of Birth	Class/Form/Tutor Group

Signed _____ Date _____

PROPOSED BY: (full name) _____

Address _____

I am a parent/foster parent/guardian of the following pupil(s) who is/are registered at the school:-

Name	Date of Birth	Class/Form/Tutor Group

Signed _____ Date: _____

SECONDED BY: (full name) _____

Address: _____

I am a parent/foster parent/guardian of the following pupil(s) who is/are registered at the school:-

Name	Date of Birth	Class/Form/Tutor Group

Signed _____ Date _____

To be valid this form must be returned to: The Company Secretary, Bishop Wordsworth's School, Exeter Street, Salisbury, Wiltshire, SP1 2ED to arrive within 17 days of the date of the covering letter.