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Dear Parent,

I am writing on behalf of the governing body to invite parents, guardians and carers of registered pupils at Hazeldene Lower School to put forward nominations for an individual to serve as a partnership governor on the governing body.

The governing body of our school is made up of parents, staff, and other members of the community. The governors, along with the Head teacher, are responsible for a wide range of matters affecting the life of the school and the work of the pupils. The particular role of a partnership governor is to represent the views of the local community. They could be a colleague, a neighbour, relative or someone else you know with a connection to the local community. No special qualifications are needed although those nominated would need to have the skills to contribute to the effective governance and success of the school. Most importantly they should also have a keen interest in the school and be prepared to play an active part in the governing body's work. Full training and support is available, including induction training for anyone who is new to being a school governor.

Our governing body currently has one vacancy for a partnership governor and we would like you to consider whether you know anyone who would be suitable for this role. Those nominated must have given their agreement to be nominated and be over 18. They can't be a parent of a pupil at the school, a member of school staff, an elected member of the LA or employed by the LA in connection with their education functions. They must also be eligible to be a school governor (ie they can't be disqualified for any reason set out in the list overleaf).

If you do know of anyone who would be interested in taking on this role please let me have their name, contact details and a short statement saying why you think they would be suitable by close of school on Thursday 17th December.

Yours sincerely

Helen Ward



Governor Disqualification Form

Bankruptcy

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

- the person's estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
- the person is the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order(a), a debt relief restrictions order or an interim debt relief restrictions order(b).

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 if:

- a person is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986;
- a person is subject to 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:

- a person has 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 any misconduct or mismanagement in the administration of the charity
- the person has 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 the person is:

- included in the list kept under section 1 of the Protection of Children Act 1999 (list of those considered by the Secretary of State as unsuitable to work with children);
- subject to a direction of the Secretary of State under section 142 of EA 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);
- barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006;
- disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000;
- disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010(e) for child minding or providing day care; or
- disqualified from registration under Part 3 of the Childcare Act 2006.

Criminal convictions

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

- within the period of five years ending with the date immediately preceding the date on which person's appointment or election as governor would have taken effect or became a governor by virtue of an office, the person has been convicted, whether in the United Kingdom or elsewhere, of any offence and a sentence of imprisonment (whether suspended or not) has been imposed on the person for a period of not less than three months without the option of a fine.
- if within the period of 20 years ending with the date immediately preceding the date on which the appointment or election as governor would have taken effect or become a governor by virtue of an office, the person has been convicted of any offence and a sentence of imprisonment has been imposed for a period of not less than two and a half years.
- If a person has at any time been convicted of any offence and a sentence of imprisonment has been imposed on the person for a period of not less than five years.
If a person been convicted for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor and has been sentenced to a fine;

Refusal to make an application for a criminal records certificate

A person is disqualified from holding or continuing to hold office as a governor at any time when the person refuses 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.