



Hollinswood Primary School and Nursery

Headteacher: Mrs K Osborne BA Hons, PGCE.



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Form 1

TO: All Parents of Children Registered at Hollinswood Primary School & Nursery

13th January 2025

Dear Parent

NOTICE OF PARENT GOVERNOR ELECTION AND REQUEST FOR NOMINATIONS

I am writing to invite parents, guardians and carers of registered pupils to put their names forward for election to serve as a parent governor of this school. **We currently have one vacancy.** The term of office will be from **February 2025** and will last for **four years**.

Please read the notes on the back of this letter and if, after doing so, you would like to put your name forward as a candidate please come to either of the two offices and ask for a **Candidate Nomination Form (Form 2)** and the **Disqualification Declaration Form (Form 3)** and return them to me by **Friday 24th January 2025**. It may be that you would wish to propose another parent to serve as a parent governor. Please note that in this case the parent in question should complete the nomination form after you have discussed the possibility.

Candidates need to submit a short personal statement in support of their nomination, giving:

- Evidence of skills and experience that could support the school.
- A commitment to undertake training to acquire or develop skills to be an effective governor.
- How they plan to contribute to the future work of the Governing Body.

They may not indicate that they are endorsed or supported by any particular group.

Only parents who now have and will have children registered at the school on Friday 7th February 2025 are eligible to stand for election.

If it is necessary for there to be an election, I will provide further details of the arrangements.

Yours sincerely

Kath Osborne (Mrs)
Headteacher

Form 1 (reverse side)

Notes:

Telford & Wrekin Council is committed to equal opportunities and positively welcomes nominations from all sections of the community irrespective of race, colour, gender, sexuality or disability. All persons wishing to be considered as school governors must be committed to the Council's Equal Opportunities Policies.

'Parent' includes anyone who is not a parent but who has parental responsibility for, or who has the care of, a pupil at the school. For maintained nursery schools only, this includes parents of any children for whom any service is provided at the maintained nursery school.

A person is disqualified from election or appointment as a parent governor of a school if s/he is:

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- An elected member of Telford & Wrekin Council;
- Paid to work at the school concerned for more than 500 hours in any twelve months' period beginning 1 August and ending 31 July.
- Disqualified from appointment as a governor because they fall into any of the categories in the Disqualification Declaration Form (Form 3).

A parent governor may serve out their term of office if his or her child leaves the school before the end of their term of office or commences work at the school.

There is a statutory requirement for elected candidates to satisfactorily complete an Enhanced DBS check, and be checked against the List99 and Section 128* register of persons whose employment or voluntary work with children or young people is not prohibited or restricted. These checks will be carried out before their appointment as a governor can be confirmed and will also include an identity check.

Upon receipt of the enhanced DBS certificate, you must present the original certificate to the person who processed the enhanced DBS so the information can be recorded on the Single Central Record maintained by the school (statutory requirement)

***There has been a requirement since 2015 to undertake an additional check for those in management roles at Independent schools, Academies and Free schools, to ensure they are not prohibited under Section 128 provisions. A Section 128 direction prohibits or restricts a person from taking part in the management of an Independent school, Academy or Free school. This includes Governors, Directors and Trustees.**

In addition, any new, re-appointed or serving governor whose activities or actions give "cause for concern" will be required to apply to the Disclosure & Barring Service (DBS) for a 'Disclosure' of any criminal record.