



19 February 2024

Dear Parent/Carer

**PARENT GOVERNOR ELECTION**

I am writing to you to invite you to stand for election as a Parent Governor, or to nominate another parent/carer to do so. In our school we have provision for two Parent Governors and there is currently one vacancy.

The Local Governing Committee (LGC) is delegated certain functions by the Board of Trustees as set out in the Trust's Scheme of Delegation (available on our website).

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the LGC's work. Training is available for all Governors.

Although Parent Governors are voted for by the parents/carers of the school, they are not delegates nor do they always have to act as a spokesperson for the parents/carers. In our school the term of office for Parent Governors is four years. Parent Governors are not required to resign once their children have left the school but may serve out the rest of their term of office.

At the end of this letter is a summary of the circumstances under which someone cannot serve as a Governor. Nominations must be from parents, or individuals exercising parental responsibility, of a child at The Castle School.

If you would like to stand for election please complete the nomination form here: <https://forms.office.com/e/bSuhKaGHsw> by no later than Monday 4 March 2024. Please also include a short personal statement to support your nomination, which should be no longer than 250 words.

If you are nominating another parent/carer, please seek their prior consent.

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/carers together with details of the ballot procedure.

Yours faithfully

Miss J Gregory  
Returning Officer

**The following situations disqualify a candidate from serving as a school governor:**

- Aged less than 18 at the date of election or appointment.
- Being an ex-officio governor of more than two schools.
- Being bankrupt or subject to a disqualification order.
- Removed from the office of a charity trustee or trustee for a charity.
- Included in the list (List 99) of teachers and workers with children or young persons whose employment is prohibited or restricted.
- Disqualified from working with children.
- Disqualified from being the proprietor of any independent school or for being a teacher or other employee in any school.
- Sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a governor.
- Received a prison sentence of 2 ½ years or more in the last 20 years.
- Subject to a sentence of imprisonment for a period of not less than five years at any time in the past.
- Subject to a disqualification order under the Criminal Justice and Court Services Act 2000.
- Refusing to an application being made to the Disclosure and Barring Service for a criminal records certificate.
- Fined for causing a nuisance or disturbance on school premises during the last 5 years.