



Earls Barton Primary School

Broad Street
Earls Barton
Northampton
NN6 0ND

Telephone:

01604 810371

Website:

www.earlsbartonprimary.org.uk

Headteacher:

Mr D Ribbins



Self – belief

Honesty

Respect

Excellence

Kindness

14th April 2021

Nomination of Parent Governors

Dear Parents,

This is to let you know that we will be electing a new parent governor this term to join the governing body from May. Our parent governors are very valuable members of the governing body. We rely on them to help us to keep in touch with what parents are thinking.

The governing body, with the headteacher, has overall responsibility for the running of the school. Governing bodies have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

A school governor will be supported in these duties by other experienced members of the governing body, the headteacher, the clerk to the governors and the County Council.

The governing body of Earls Barton Primary School regularly conducts a skills audit to inform the recruitment of new governors. The school is currently looking for people with the following skills: ensure parent voice is heard and ideally be available for monitoring visits during the day, when this is permitted, but a willingness to learn, attend meetings and be committed to school improvement are also very important qualities.

The governing body works together as a group, meeting at least once a term, so six times a year. If you are thinking of standing as a governor, remember that you will need to attend a minimum of six meetings a year, and monitoring visits during the term.

As a governor, you will normally hold office for a period of four years, even if your child leaves the school during this time. You can, however, resign from the governing body at any time. The governing body expects all new governors to attend training, complete a DBS clearance and agree to the Governors' Code of Conduct, which is added to this letter as appendix 1.

Parents from ethnic minorities, younger parents and people with disabilities are generally under represented on school governing bodies in the county. The school would like to encourage nominations from under represented groups in our community.

Anyone who has parental responsibility for a pupil on the school roll at the time of the election can stand for election and can vote in the election. Please find attached a copy of the Disqualification Regulations for your information, see appendix 2. Please ensure you read these before deciding whether to put yourself forward for nomination.



If you would like to put yourself forward for election as a parent Governor, please complete the nomination form, added below as appendix 3. If you wish you can include a few details about yourself and why you would like to become a governor and how you meet the following criteria (up to 250 words):

- evidence that demonstrates the skills and experience the governing body requires as stated above;
- your commitment to undertake training and development to acquire or develop the skills to be an effective governor;
- if seeking re-election, details of your contribution to the work of the governing body during previous term of office; and
- how you plan to contribute to the future work of the governing body

This will then be circulated to all parents to help them decide who to vote for. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election. An election will be held if more nominations are received than the number of vacancies. All nominations should be sent in to the school office by Tuesday 27th April. Every nomination must be signed. For this reason, we ask that nomination forms are returned to the school office.

On the 30th April we will send out the election statements with the names of the candidates and their details. We will also send out a link to an online form for parents to vote for the candidate they want to elect. Paper copies of the form will be available from the school office. Please contact the office, or call in to collect a form. Each parent will have one vote per vacancy regardless of the number of children you have in the school. The ballot is secret; you can either vote using an online form or send or post the ballot papers back in a sealed envelope, or drop it into the ballot box outside the school office. All the votes must be in by 17th May when they will be counted.

Please think about becoming a governor or encouraging others as we need committed parent governors. If you would like to talk to one of the governors about any of these issues or what the work of the Governing Body entails please contact Helen Dabrowski in the school office, in the first instance.

Yours sincerely,

David Ribbins

Headteacher

Appendix 1

CODE OF CONDUCT FOR SCHOOL GOVERNING BOARDS

This Code should be read in conjunction with the relevant law and for academies, their articles of association and agreed scheme of delegation. It should be adapted as appropriate depending on the governance setting and level of delegation.

The governing board has the following core strategic functions:

Establishing the strategic direction, by:

- Setting and ensuring clarity of vision, values, and objectives for the school(s)/trust
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the lead executive/headteacher (where delegated)
- Monitoring the educational performance of the school/s and progress towards agreed targets
- Performance managing the lead executive/headteacher (where delegated)
- Engaging with stakeholders
- Contributing to school self-evaluation

Overseeing financial performance, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring money is well spent and value for money is obtained
- Ensuring risks to the organisation are managed

NGA recognises the following as the fourth core function of governance: Ensure that other key players with a stake in the organisation get their voices heard by:

- Gathering the views of pupils, parents and staff and reporting on the results.
- Reaching out to the school's wider community and inviting them to play their part.
- Using the views of stakeholders to shape the school's culture and the underpinning strategy, policies and procedures.

As individuals on the board we agree to the following:

Role & Responsibilities

- We understand the purpose of the board and the role of the executive leaders.
- We accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and therefore we will only speak on behalf of the governing board when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions

outside the governing board meeting.

- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will encourage open governance and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school/group of schools. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints we will follow the procedures established by the governing board.
- We will actively support and challenge the executive leaders
- We will accept and respect the difference in roles between the board and staff, ensuring that we work collectively for the benefit of the organisation;
- We will respect the role of the executive leaders and their responsibility for the day to day management of the organisation and avoid any actions that might undermine such arrangements;
- We agree to adhere to the school's rules and policies and the procedures of the governing board as set out by the relevant governing documents and law
- When formally speaking or writing in our governing role we will ensure our comments reflect current organisational policy even if they might be different to our personal views;
- when communicating in our private capacity (including on social media) we will be mindful of and strive to uphold the reputation of the organisation
- We will avoid, as far as possible, becoming involved in any communication which may lead to a conflict of interest with the role of the governing board.

Commitment

- We acknowledge that accepting office as a governor/trustee/academy committee member involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the governing board, and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will get to know the school/s well and respond to opportunities to involve ourselves in school activities.
- We will visit the school/s, with all visits arranged in advance with the senior executive leader/headteacher and undertaken within the framework established by the governing board.
- When visiting the school in a personal capacity (i.e. as a parent or carer), we will maintain our underlying responsibility as a governor/trustee/academy committee member.
- We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training.
- We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records,

relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school's website.

- In the interests of transparency, we accept that information relating to governors/trustees/academy committee members will be collected and logged on the DfE's national database of governors (Get information about schools GIAS).

Relationships

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other governors/trustees/academy committee members, the clerk to the governing board and school staff both in and outside of meetings.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We will confront malpractice by speaking up against and bringing to the attention of the relevant authorities' any decisions and actions that conflict with the Seven Principles of Public Life (see annex) or which may place pupils at risk.
- We are prepared to answer queries from other board members in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the executive leaders, staff and parents, the trust, the local authority and other relevant agencies and the community.

Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- We will exercise the greatest prudence at all times when discussions regarding school/trust business arise outside a governing board meeting.
- We will not reveal the details of any governing board vote.
- We will ensure all confidential papers are held and disposed of appropriately.

Conflicts of interest

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing board's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time.
- We accept that the Register of Business Interests will be published on the school/trust's website.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- We will act in the best interests of the school as a whole and not as a representative

of any group, even if elected to the governing board.

Ceasing to be a governor/trustee/academy committee member

- We understand that the requirements relating to confidentiality will continue to apply after a governor/trustee/academy committee member leaves office

Breach of this code of conduct

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the governing board will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the chair that we believe has breached this code, another governing board member, such as the vice chair will investigate.

The Seven Principles of Public Life

(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

Selflessness - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership - Holders of public office should promote and support these principles by leadership and example.

Appendix 2

DISQUALIFICATIONS (ELIGIBILITY) THE SCHOOL GOVERNANCE CONSTITUTION REGULATIONS 2012

You should be:

- aged 18 or over at the date of this election or appointment

You should not:

- have been paid to work at the school for more than 500 hours (i.e. for more than one-third of the hours for a full-time equivalent) in any consecutive twelve months period at the time of election or appointment as a parent governor
- fail to attend the governing body meetings – without the consent of the governing body – for a continuous period of six months, beginning with the date of the first meeting missed without the consent of the governing body
- be the subject of a bankruptcy restrictions order ; an interim order; debt relief order; interim debt relief order
- have had your estate sequestrated and the sequestration not discharged, annulled or reduced
- have been removed from the office of a charity trustee or 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 or, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 (f), from being concerned in the management or control of any body
- be the subject of a disqualification order or undertaking under the Company Directors Disqualification Act 1986, a disqualification undertaking under the Company Directors Disqualification (Northern Ireland) Order 2002 or an order made under section 429(2)(b) of the Insolvency Act 1986
- be included in the list of people considered by the Secretary of State as unsuitable to work with children or young people
- been barred from any regulated activity relating to children
- be subject to a direction of the Secretary of State under section 142 of the Education Act 2002 or section 128 of the Education & Skills Act 2008
- be disqualified from working with children or from registering for child-minding or providing day care
- be disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- subject to certain exceptions for overseas offences that do not correlate with a UK offence have been sentenced to three months or more in prison (without the option of a fine) in the five years ending with the date preceding the date of appointment/election as a governor or since becoming a governor
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, have received a prison sentence of two years or more in the 20 years ending with the date preceding the date of appointment/election as a governor
- subject to certain exceptions for overseas offences that do not correlate with a UK officer, have at any time received a prison sentence of five years or more
- have been convicted and fined for causing a nuisance or disturbance on educational premises during the five years ending with the date immediately preceding appointment prior to or since appointment or election as a governor
- have refused a request by the clerk to make an application to the Criminal Records Bureau for a criminal records certificate

Appendix 3

Nomination Form

Election for a parent governor at Earls Barton primary School

Name:

Children in year(s):

Pen Portrait - How I meet the skills required by the Governing Body (Up to 250 words)

For office use ONLY (this information must not be distributed to the electorate): I am willing and eligible to stand for election as a parent governor at Earls Barton Primary School.

I have read the rules regarding the eligibility to become a governor which I received with the nomination form.

Full name (please print).....

Address.....

Email:

Telephone.....