



**Billingshurst Primary School**  
**Headteacher: Helen Williamson BSc (Hons) MA**  
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Friday 5<sup>th</sup> November 2021

Dear Parents and Carers,

### **Election of Parent Governor - Billingshurst Primary School**

The instrument of government for Billingshurst Primary School provides for the appointment of three Parent Governors who are elected by the parents of pupils registered at the school and who are themselves such parents at the time when they are elected. The term of office provided by the instrument is four years.

Meetings take place on a Wednesday morning and governors will need to attend 2 meetings per term as well as additional monitoring visits as required. All you need is a keen mind and a desire to ask challenging questions in the interest of improving the educational experience of our children.

If you are interested in standing for election as one of the Parent Governors of the school, please complete the enclosed nomination form and return it in a sealed envelope to me no later than **3.30pm on Friday 19th November 2021**.

If two or more nominations are received, I shall send all parents voting papers, which will include the candidates' election statements.

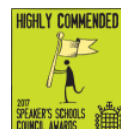
In the event of a ballot, I have arranged for votes to be counted at **4pm on Monday 29<sup>th</sup> November** or at a time mutually agreed with all candidates, and each candidate or his authorised representative may attend the count. I shall arrange for all parents to be notified of the result.

There is also a Declaration Form relating to the qualifications and disqualification regulations connected with the office of School Governor. Please read this carefully and sign it before returning your Nomination Form to the school. If you have any queries please do not hesitate to contact the school office.

All elected parent governors are required to complete an enhanced criminal record application within 21 days of their election.

Yours faithfully,

Helen Williamson  
Headteacher





**for the election of Parent Governor at Billingshurst Primary School**

Full Name (Mr/Mrs/Ms/Miss/Dr)		
Full Address		 _____  _____ Postcode: _____
Telephone Number (Home/Mobile)		
Email address		
Parent/Legal Guardian of (child's name)		
<b>I wish to stand for election as a Parent Governor of Billingshurst Primary School. The following two parents or legal guardians of children attending the school support my nomination:</b>		
1.	Name	
	Signature	
	Address	
2.	Name	
	Signature	
	Address	
<b>Brief Election Statement (up to 150 words)</b>		
Signature of Candidate:		Date:

**Please return the completed form to Miss Williamson, Headteacher,  
no later than 3.30pm on Friday 19th November 2021.**



## DISQUALIFICATION FROM MEMBERSHIP OF GOVERNING BODIES

### I declare that I am not disqualified from serving as a school governor and that:

- I am aged 18 or over at the date of this election or appointment;
- I am not a registered pupil at the same school;
- I do not already hold a governorship of the same school;
- I am not subject to a disqualification order under the Criminal Justice and Court Services Act 2000;
- I am not subject to a direction of the Secretary of State under Section 128 of the Education and Skills Act 2008.
- I am not the subject of a bankruptcy restrictions order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced
- I am not subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification 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 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
- I have not been removed from the office of charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body
- I am not included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
- I am not barred from any regulated activity relating to children
- I am not disqualified from working with children or from registering for childminding or providing day care
- I am not disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- I have not been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor
- I have not received a prison sentence of two years or more in the 20 years before becoming a governor
- I have not at any time received a prison sentence of five years or more
- I have not 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

<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
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**POLICE ACT 1997 (Part V) – CRIMINAL RECORDS CHECKS** - Under the School Governance (Constitution)(England) Regulations 2012 governors who do not hold a current enhanced criminal record certificate will be asked to apply. Failure to comply with this request or an unsatisfactory result from the check will mean the immediate termination of an appointment as a school governor.

**ABSENCE FROM MEETINGS** - A governor who, without the consent of the governing body has failed to attend full Governing Body meetings for a continuous period of six months (from the date of the first meeting missed), shall be disqualified. The person may not be nominated or appointed as a governor of the same category to that school for twelve months immediately following the disqualification.

**Please return this form with your Parent Governor nomination form  
to the Headteacher at Billingshurst Primary School**