

November 2011



Headteacher: Mark Anstiss

Dear Parent / Carer

### Election of Parent Governor

Following the end of a term of office for one of our current parent governors, a vacancy has arisen on the Governing Body.

Governors provide an invaluable role in the life of the college. They are responsible for the overall strategy, for planning improvements and overseeing finance. They help appoint college staff and to build good relations between the school, parents and our local community. Our parent governors are key members of the governing body as we rely on them to help us keep in touch with what parents are thinking.

All governors normally serve for a term of four years, although they may apply for further terms, or stand down during that time if they wish. Anyone who currently has responsibility for a student on the school roll can stand for election as a parent governor, or can nominate someone else for election and can vote in the election

The Clerk to the Governors, Mrs Anna Hall will be dealing with the vacancies on my behalf; please contact her on [ahall4@wsgfl.org.uk](mailto:ahall4@wsgfl.org.uk) if you have any questions. We have a fact sheet about becoming a parent governor, which she will happily send to you if you would like more information.

Completed nomination forms must be returned to Mrs Hall in a sealed envelope marked **Parent Governor Election** no later than 12 noon on **Friday 9<sup>th</sup> December**. Every nomination must be signed by the candidate stating that they are willing and eligible to stand. We also need a few words about you and why you would like to be a governor.

If more than two nominations are received, all parents will be sent voting papers which will include the candidates' election statements and there will be a simple ballot to decide the successful appointments.

I have enclosed a nomination form, and on the reverse is the statement of eligibility, which must also be signed.

Yours sincerely

**Mark Anstiss**  
Headteacher



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Felpham Way, Felpham, Bognor Regis,  
West Sussex PO22 8EL  
College Tel: 01243 826511  
College Fax: 01243 841021  
Youth Wing Tel: 01243 827272  
Email: [fcc@felpham.org.uk](mailto:fcc@felpham.org.uk)  
Website: [www.felpham.com](http://www.felpham.com)

## Nomination form (Election of Parent Governor)

Before completing the form, please read notes on the reverse.

**Name of Nominee** (*Block Capitals*)

.....  
**Parent / Carer of**

.....  
**Address**

.....  
.....  
.....  
.....

**Email**

.....

Statement (no more than 60 words please, use a separate sheet of paper if necessary)

I am willing and eligible to stand for election as a parent governor at Felpham Community College. I have read the rules regarding the eligibility to become a governor, which are on the reverse of this form.

**Signed**.....

**Date**.....

**Name of Proposer** (*Block Capitals*)

.....  
**Address**

.....  
.....

**Signed**.....

**Date**.....

When completed please return this form to the School Office marked for the attention of Anna Hall, Clerk to the Governors, in a sealed envelope.



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Website: [www.felpham.com](http://www.felpham.com)

## Declaration of eligibility to serve on school governing body

In some circumstances a person is disqualified from holding or continuing to hold office as a school governor. A person may not be a governor:

- of more than two Local Education Authority Maintained schools;
- if under 18 years of age;

Also, people who

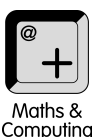
- can be compulsorily detained under the Mental Health Act 1983;
- are bankrupt or disqualified under the Company Directors Disqualification Act
- have been removed from a charity trusteeship by the Charity Commissioners or High Court on the grounds of misconduct or mismanagement:
- are included in the list of teachers or workers prohibited or restricted from working with children or young persons (currently named List 99);
- when screened by the Criminal Records Bureau are found to have a conviction which would result in them being unsuitable for working with children:
- have been disqualified from being an independent school proprietor, teacher or employee in any school by an Independent Schools Tribunal or the Secretary of State:
- have in the previous five years (or since becoming a governor) been sentenced to three months or more in prison (whether this was suspended or not) without the option of a fine:
- have in the previous 20 years been sentenced to imprisonment for two and a half years or more:
- have at any time been sentenced to imprisonment for five years or more:
- have 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:

may not serve as governors

Would you please confirm that you are aware of the circumstances for disqualification by signing the declaration below.

I declare that I am the parent / carer of a student registered at the school and am not disqualified from serving on a school governing body. If I become disqualified I will give notice of the fact to the Clerk to the Governing Body.

Signed: \_\_\_\_\_ Date \_\_\_\_\_



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