



Yardley Hastings Primary School

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Northampton, NN7 1EL.
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13th September 2018

Dear Parents

Nominations for Parent Governors for the brand new Federation of Denton and Yardley Hastings Primary Schools

We are delighted to have successfully federated our two schools on 1st September, and as a result of this we would like to invite nominations for two new Parent Governors, who will act as governors across our two schools.

Governing bodies are responsible for a wide range of matters. Their duties include management of the school budget, school effectiveness, preparation for OfSTED inspection/formulation of post-OfSTED Action Plan and involvement in a variety of personnel and pupil issues. In your role as a school governor, you 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.

Governors support and, at the same time, challenge heads by gathering views, asking questions and debating what is best for the school. Governors work closely with the headteacher, to consider important strategic issues and have to stand by their collective decision. The governing body is answerable to parents, learners and the wider community.

Nominees with a finance, personnel, legal or educational skills/background would be particularly valuable on our governing body, as would having an interest in the school, the welfare of our children and the time and willingness to get involved. Governors also need 'soft skills' - the ability to be able to build relationships with a range of people; to work as part of a team; to ask questions about and make connections between different types of information.

The governing body works together as a group, meeting at least once a term. If you are thinking of standing as a governor, you should aim to attend all six full meetings or at least a minimum of three a year, plus committee meetings during the term. In addition, governors are asked to complete a day long monitoring visit at school each year.

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.

In line with good practice, all school governor appointments will be subject to security clearance. The aim of this check is to protect children and vulnerable young adults from abuse of any kind.

Anyone who has parental responsibility for a pupil on either the Denton or Yardley school roll at the time of the election can stand for election and can vote in the election. Once you are satisfied that you are eligible to become a governor, please complete the nomination form and declaration. Please note that parents of Nursery children only, are not eligible to stand.

If you wish you can include a few details about yourself and why you would like to become a governor (not exceeding 100 words). 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 and declaration should be sent in to either school office by 3.30pm on Wednesday 26th September. Every nomination must be signed.

If we have more than two nominations then on Monday 1st October we will send out ballot papers with the names of the candidates and their details. We send the ballot forms home with the children so please watch out for the letter! Each parent will have one vote per vacancy regardless of the number of children you have in the school. Parents are free to vote for any nominee regardless of which school their child attends, so a Denton parent could vote for a Yardley one and visa versa. The ballot is secret; you can post back or drop off the ballot papers in a sealed envelope. All the votes must be in by 3.30pm on Wednesday 10th October and the ballot papers will be counted on Thursday 11th October.

Please think about becoming a governor or encouraging others as we need committed parent governors, more so now that we are setting out in our first year of federation.

If you would like to find out more, please contact any of our governors, if you are unsure who they are, please see list below.

Yours sincerely



Executive Headteacher



Staff Governor: Rosie Gibson (D)

Local Authority Governor: Arthur Brenton (D)

Co-Opted Governors: Andy Baker (Y), Michelle Bourne (D), Jackie Burney-Childs (Y), Mark Henderson (Y), Sarah Pollard (D), Olivia Skipper (Y), Glenn Turner (Y), Anthony Williamson (Y)

Word/gov1819 federation/parent governor nomination letter Sep 18

Nomination Form

Election for a parent governor for the Federation of Denton and Yardley Hastings Primary Schools.

Name:

Children in year(s):

Pen Portrait (maximum 100 words) – How I meet the skills required by the Governing Body

Governors should also sign a declaration form:

For office use:

I am willing and eligible to stand for election as a parent governor for the Federation of Denton and Yardley Hastings Primary Schools.

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

Full name (please print).....

Address.....

.....

Telephone.....

Signed:.....

NGA Code of Conduct for School Governing Boards

This code sets out the expectations on and commitment required from school governors and trustees in order for the governing board to properly carry out its work within the school and the community. It can be amended to include specific reference to the ethos of the particular school. 'School' includes academies, and it applies to all level of school governance.

The governing board has the following core strategic functions:

Establishing the strategic direction, by:

- Setting the vision, values, and objectives for the school
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the headteacher
- Monitoring progress towards targets
- Performance managing the headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation

Ensuring financial probity, by:

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

As individuals on the board we agree to the following:

Role & Responsibilities

- We understand the purpose of the board and the role of the headteacher.
- 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 government 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. Our actions within the school and the local community will reflect this.

- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing board.
- We will actively support and challenge the headteacher.

Commitment

- We acknowledge that accepting office as a governor 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 well and respond to opportunities to involve ourselves in school activities.
- We will visit the school, with all visits to school arranged in advance with the staff and undertaken within the framework established by the governing board and agreed with the headteacher.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training
- We accept that in the interests of open government, our names, terms of office, roles on the governing body, category of governor and the body responsible for appointing us will be published on the school's website.

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.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other governors 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 headteacher, staff and parents, 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 business arise outside a governing board meeting.
- We will not reveal the details of any governing board vote.

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'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.

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 governor, 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.

Disqualifications

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 or an interim 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 teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
- be subject to a direction of the Secretary of State under section 128 of the Education and 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
- have 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
- have received a prison sentence of two years or more in the 20 years before becoming a governor
- have at any time received a prison sentence of 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
- refuse request by the clerk to make an application to the Criminal Records Bureau for a criminal records certificate, if this is a justifiable requirement of the governing body