

28th November 2018



Dear Parent(s)/Carer(s),

Parent Governor Election - Nansen Local Governing Body (LGB)

I am writing to inform you that we have vacancies for two parent governors to join the LGB at Nansen Primary School. Please see the enclosed advert for further details of the parent governor role.

Any parent who would like to apply for the role will need to complete an application form. The application form is attached to this letter. Please complete all sections of the form and return it either via email to bp@core-education.co.uk or hand in a paper copy to the school reception in a sealed envelope, clearly marked as 'Parent Governor Application'.

The process and timeline for the election of parent governors at Nansen Primary School is outlined below:

1. Parents are advised of the parent governor vacancies by the school, and invited to apply for the role
2. Applications must be received by 5pm on **6th December 2018**
3. CORE Education Trust will review all applications and shortlist candidates who can demonstrate that they have the required skills for the role and in particular who can fill any gaps in the skills required for the LGB. This may include specific skills such as an ability to understand data or finances as well as general capabilities such as the capacity and willingness to learn.
4. Shortlisted candidates will be interviewed by CORE's Head of Governance and the Nansen LGB Chair of Governors
5. Where there are more nominations than vacancies, shortlisted candidates will be put up for election. If there are more nominations than vacancies ballot papers for the election will be sent out on **12th December 2018**. Ballot papers must be returned to school by **9am on 20th December 2018**.
6. All parents are eligible to vote in the parent governor election, parents are able to cast one vote only. The ballot papers will be counted on the **morning of 20th December** at school, and the result of the election will be communicated to parents by letter **on 21st December 2018**.

Yours faithfully,

Becky Perkes
Head of Governance, CORE Education Trust

Could you be our parent governor?



About CORE Education Trust:

CORE Education Trust is a multi academy trust (MAT) which runs six schools in Birmingham. Our mission is to provide children with a high-quality educational experience realised through a collective commitment to four CORE Values:

- **Collaboration** - We will promote, facilitate and support an outward facing culture in all our schools.
- **Opportunity** - We will run our schools efficiently and effectively to develop capacity, ensure transparent governance and improve performance.
- **Respect** - We will commit to beyond statutory safeguarding standards in our schools and additionally ensure all our children have access to a wide range of cultural experiences.
- **Excellence** - We will be uncompromising in our aspiration to achieve the highest standards in all our endeavours and be committed to investing in programmes of excellence for all our staff to achieve this.

The role of the Local Governing Body (LGB):

Each CORE school has a local governing body (LGB) which consists of trust appointed governors, parent governors and staff governors. All governors are volunteers and governors work collectively to support the school to ensure that the children and young people are able to achieve to the best of their ability. The LGB does not get involved in the day to day operation of the school.

The role of a parent governor:

As a parent governor you will be expected to attend all LGB meetings. Meetings are currently held once every term (3 times a year), and take place at school usually between 6 and 8pm. Meetings will not last more than 2 hours. In addition, there will be opportunities for you to undertake governor training, and there is an expectation that you will be able to support the school through focused governor visits to the school approximately 2-3 times a year. As a parent governor, you are not representing individual parents or their concerns; you are helping to ensure that the school meets the needs of **all** its pupils and enables **all** of its pupils to achieve to the best of their ability.

What skills do I need?

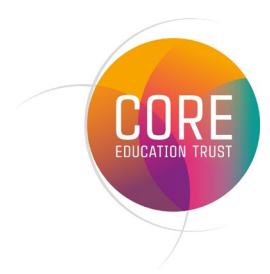
You do not need any specific skills or experience to be a parent governor, but you must have a child attending the school, and be confident in reading the documents that will be sent to you before each meeting. We are particularly keen to hear from parents who have skills, knowledge or expertise in the following areas: SEND, community links, PR, legal and financial backgrounds, however, this is not an exhaustive list and if you have other skills that you think would be valuable to our LGB please do apply. All governors must complete an enhanced DBS (Disclosure and Barring Service) check before being appointed.

The benefits of being a parent governor:

By volunteering your time, you are making a positive contribution to our school's success, and having an impact on the lives of our pupils, teachers and the local community. Your role as a parent governor can help you to develop transferable skills that are useful in your working life. Through being a governor, you will also have opportunities to raise the school's profile and celebrate its successes within the local community.

How do I apply?

Please complete all sections of the application form and return it either via email to bp@core-education.co.uk or hand in a paper copy to the school reception in a sealed envelope, clearly marked as 'Parent Governor Application' **All applications must be received by 5pm on Thursday 6th December 2018**



Application Form for Parent Governor

Thank you for your interest in becoming a parent governor. Please complete the form below and return it either via email to bp@core-education.co.uk or hand in a paper copy to the school reception in a sealed envelope, clearly marked as 'Parent Governor Application'.

The deadline date to submit your application for Parent Governor is 5pm on Thursday 6th December 2018

CORE Education Trust is committed to equal opportunities and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, civil partnership, responsibility for dependants, religion, trade union activity, age, pregnancy and maternity. All persons wishing to be considered as a parent governor must be committed to supporting the academy in meeting its Equality Duty under The Equality Act 2010.

By completing this form you confirm that you are willing to meet the requirements of being a School Governor.

Personal Information

Title:	
Surname	
First Name(s)	
Home Address:	
Home Tel:	
Mobile Tel:	
Email:	

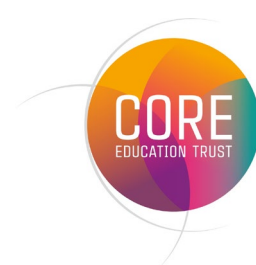
To be eligible to become a parent governor you must have a child who attends this school. Please state your child's name **and** class:

Child's name	
Child's class	

Are you currently or have you previously been a school governor? Yes / No (please delete as applicable)

If yes, please state the name of the school where you are / were a governor and the date you were appointed / resigned

Name of school / academy where you are / were a governor	
Date of appointment	



Employment Details

Employment Status:	
Occupation	
Employer's Name	
Work Address	

Qualification Details

Qualification:	
Subject:	
Institution:	

Other professional qualifications:	
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References

Please provide details of 2 referees (not family members) who have known you for at least 2 years, who still know you and have agreed to supply a reference in support of your application to serve as a parent governor. Please note that we will request these references upon receipt of your application form.

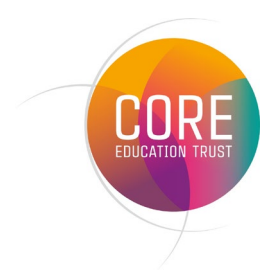
	First Referee	Second Referee
Title:		
First Name:		
Surname:		
Relationship to you:		
Telephone Number(s):		
Email Address:		

Generic Skills, Knowledge and Experience

Please select the word that best describes your experience in the following areas:	Basic/Moderate/Extensive
Governance	
Strategic Planning	
Self Evaluation	
Data Analysis	
Staff Recruitment	
Performance Management	
Community Relations	
Chairing Meetings	
Leadership	
Coaching/Mentoring	
Negotiation/Mediating	
Communication	
Complaints/Grievance/Appeals	
Decision Making	
Challenging Procedures	
Monitoring Decisions/Outcomes/Performance	

Specialist Knowledge

Please select the word that best describes your experience in the following areas:	Basic/Moderate/Extensive
School Improvement	
Financial Management	
Premises/Facility Management	
Human Resources	
Fundraising	
Law	
ICT	
PR and Marketing	
Children's Services	
Health Services	
Safeguarding	
Project Management	
Health and Safety	
Arts	
Language	
Sciences	
Technology	
Sales/Retail/Services	
Procurement / Purchasing	
Volunteering	



Personal Statement:

Please state below why you would like to become a parent governor. (No more than 350 words) *Please note: If you are shortlisted for the position of parent governor and an election is held, your statement will be sent to all parents with their ballot papers to assist them with their voting decision.*

My reasons for wanting to be a parent governor, including the skills and qualities I could bring to the Local Governing Body:

To the best of your knowledge are you related to any Member/Director/Governor/Academy Senior Leadership/CORE Executive and/or to any employee of CORE Education Trust/Academies?

Yes /No (please delete as appropriate)

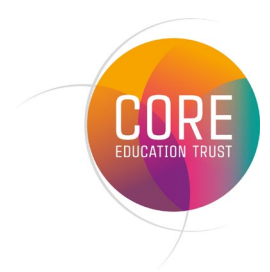
If Yes, please explain

Declaration

I confirm that I have read the Disqualifications as set out in the Articles of Association for the CORE Education Trust (below) and that I am not disqualified from serving. I also confirm that this form can be recorded and used by CORE Education Trust in accordance with GDPR.

Signed

Date:



Please read and sign the disqualifications disclaimer below

Disqualification of Trustees and Governors

(Extract from the Articles of Association of the CORE Education Trust)

68 No person shall be qualified to be a Trustee unless he is aged 18 or over at the date of his election or appointment. No current pupil or current student of any of the Academies shall be a Trustee

69 A Trustee shall cease to hold office if he becomes incapable by reason of illness or injury of managing or administering his own affairs

70 A Trustee shall cease to hold office if he is absent without permission of the Trustees from all their meetings held within a period of six months and the Trustees resolve that his office be vacated

71 A person shall be disqualified from holding or continuing to hold office as a Trustee if

(a) he has been declared bankrupt and/or his estate has been seized from his possessions for the benefits of his creditors and the declaration or seizure has not been discharged, annulled or reduced or

(b) he is the subject of a bankruptcy restrictions order or an interim order

72 A person shall be disqualified from holding or continuing to hold office as a Trustee at any time when he is subject to a disqualification order or a disqualification undertaking under the Company Trustees Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)

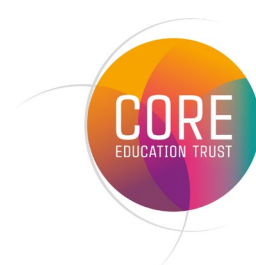
73 A Trustee shall cease to hold office if he ceases to be a Trustee by virtue of any provision in the Companies Act 2006, is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision) or is otherwise found to be unsuitable by the Secretary of State under the provisions of the Relevant Funding Agreements

74 A person shall be disqualified from holding or continuing to hold office as a Trustee if he has been removed from the office of charity trustee for a charity by an order made by the Charity Commission of the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible or to which he was privy, or which he by his conduct contributed to or facilitated

75 Not used

76 Not used

77 A person shall be disqualified from holding or continuing to hold office as a Trustee where he has, at any time, be convicted or any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011



78 After the first Academy has opened, a person shall be disqualified from holding or continuing to hold office as a Trustee if he has not provided to the chairman of the Trustees a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would in the opinion of either the chairman or the Chief Executive Office confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final

79 Where, by virtue of these Articles a person becomes disqualified from holding, or continuing to hold office as a Trustee, and he is, or is proposed, to become such a Trustee, he shall upon becoming so disqualified give written notice of that fact to the clerk

80 Articles 68 to 74, Articles 77 to 79 and Articles 97 to 98 also apply to any member of any committee or delegate of the Trustees, including a Local Governing Body, who is not a Trustee.

I confirm that I am not disqualified from serving due to any of the criteria listed above

I confirm that in the event that I am appointed I will notify the clerk to the governing body immediately should I become disqualified during my term of office

I agree that the information given on this form is being recorded and used by CORE Education Trust in accordance with GDPR and confirm that it is correct and complete to the best of my knowledge and belief

Signed.....Date.....

Print Name.....