

Woodfield Academy
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WOODFIELD
ACADEMY

Headteacher: Mr. S. Bond

27th January 2017

Dear Parent/Carer

SCHOOL GOVERNING BODY - PARENT GOVERNOR ELECTIONS

An opportunity has arisen to appoint a new Parent Governor.

The governing body plays a significant part in the development and running of the school and as such, parent governors play an important role as members of the governing body helping to form policy, set priorities and manage the budget.

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

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing body's work. However, we would particularly welcome nominations from parents with any of the following skills: Finance & Accounting; Safeguarding; Health & Safety; Procurement; previous governor experience; Human Resources; or Law. Training is available for all governors and this governing body has an expectation that those new to being a governor attend induction training. The term of office is 4 years.

I am therefore writing to invite you either to nominate yourself or to nominate a parent/carer to fill the vacancy. A nomination form is enclosed (additional forms are available from the school office). If you would like to nominate someone please return the completed form to the school by 10th February 2017.

The person nominated must be a parent/carer of a registered pupil at the school on 10th February 2017.

Please note that you are not eligible to be a parent governor if you are:

- a) an elected member of the Local Authority
- b) paid to work at the school for more than 500 hours in any twelve month period.

No parent/carer may propose and/or second more nominations than there are vacancies. Parents/Carers being nominated are invited to give on the nomination form some brief biographical details suitable for inclusion in the voting paper.

Under the terms of the School Governance (Constitution) (England) Regulations 2012, there are certain circumstances whereby individuals are disqualified from holding office and those are detailed overleaf.

If the number of nominations received is the same as, or fewer than, the number of vacancies to be filled then those nominated will be elected unopposed. If all the vacancies are not filled in this way the governing body will have the opportunity to appoint parent governors to the vacancy/vacancies.

If there are more nominations than vacancies the election will be by ballot. If that is necessary voting papers will be sent to you together with details about the ballot procedure.

Yours sincerely

S Bond
Headteacher

Continued overleaf

Election Timetable

Nominations close 10th February 2017 at 4.00pm

If no ballot is required then

- result will be available Monday 13th February 2017

If ballot is required then

- ballot papers will be issued Tuesday 14th February 2017
- ballot papers must be returned by Monday 27th February 2017 at noon
- count Monday 27th February 2017 at 4.00pm
- result available Monday 27th February 2017 at 4.30pm

Candidates are invited to be at the count. Successful candidates will be advised of the outcome by telephone on Monday 27th February 2017.

Under the terms of the School Governance (Constitution) (England) Regulations 2012, a person is disqualified from holding office if that person:

- is 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
- is 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)
- has 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
- is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
- is barred from any regulated activity relating to children
- is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008
- is disqualified from working with children or from registering for child-minding or providing day care
- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- has 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
- has received a prison sentence of two years or more in the 20 years before becoming a governor
- has at any time received a prison sentence of five years or more
- has 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
- refuses a request by the clerk to make an application to the Criminal Records Bureau for a criminal records certificate.

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Role Description

Parent Governor

Purpose of Post

The role of school governor is to contribute to the work of the Governing Body in raising standards and maximising outcomes for all pupils. This involves providing a strategic view for the school, acting as a critical friend and ensuring accountability.

The individual governor has responsibility, working alongside other members of the Governing Body, to the staff and pupils of the school and the school's wider community.

Responsibilities include:

- Developing the strategic plan for the school;
- Determining aims, policies and priorities of the school;
- Setting statutory and non statutory targets;
- Monitoring and evaluating the work of the school;
- Assistance with the appointment of staff and ensuring the implementation of a range of personnel procedures;
- Management of the budget;
- Securing high level of attendance and good standards of pupil behaviour;
- Ensuring that all children in the schools have access to a broad and balanced curriculum which is suitable to age, aptitude and ability, which prepares them for adult life;
- Ensuring the health and safety of pupils and staff.

Tasks include:

- To get to know the school, its needs, strengths and areas for development;
- To attend meetings (full governing body, committees and working groups);
- To work as a member of a team;
- To speak, act and vote in the best interests of the school;
- To respect all Governing Body decisions and to support them in public;
- To act within the framework of the policies of the Governing Body and legal requirements;
- To commit to training and development opportunities.