

Dear Parent/Carer

PARENT GOVERNOR ELECTION

I am writing to you to invite you to stand for election as a parent governor, or nominate another parent to do so. In our College we have provision for six parent governors and there is currently one vacancy.

The governing body, with the Principal, has overall responsibility for the running of the College. Governing bodies have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Principal to account for the educational performance of the school and its pupils; and the performance management of staff; 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. Training is available for all governors and this governing body has an expectation that those new to being a governor attend free induction training. If you would like to find out more about the governing body please visit the college website (our governors) via the following link:

<http://www.honitoncollege.devon.sch.uk/index.php/about-honiton-community-college/governors>

The enclosed sheet summarises the circumstances under which someone cannot serve as a governor. In addition, parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in these elections. Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election please complete the enclosed nomination form and return it to the school no later than 12 noon on Thursday 12th January 2017. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted, but if you are nominating another parent please seek their prior consent.

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Yours faithfully



Glenn Smith
Principal

Honiton Community College Academy Trust
PARENT GOVERNOR NOMINATION FORM

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election:

Name:

Address

Signature of person nominated:

Signature of proposer (if different to nominee):

Name and address in BLOCK letters of proposer (if different to nominee):

Personal Statement (maximum 250 words)

I wish to submit my nomination for the election of parent governor

I confirm (i) that I am willing to stand as a candidate for election as a parent governor and (ii) that I am not disqualified from holding office for any of the reasons set out in the School Governance Regulations.

Signature:

Date:

Child/Children's Name(s) and Tutor group:

Completed nomination forms must be returned to the school by 12 noon on Thursday 12th January 2017 (to Jenny Bigmore, Principal's P.A).



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Role of Governors

Information for Parents

KEY RESPONSIBILITIES WILL BE TO:

- Ensure the quality of educational provision.
- Challenge and monitor the performance of the Academy. Areas of challenge will include curriculum, assessment and attainment, behaviour and attendance, views of the school and the community, staffing and budget.
- Appoint the Principal.
- Manage the Academy Trust's finances and property.
- Fulfil the role of critical friend.
- Employ staff.
- Approve the Academy formal budget plan each Academy Financial year (September – August).
- Comply with (and ensure that the Academy Trust complies with) both charity and company law.
- Manage and comply with the obligations in the Funding Agreement – upholding admissions arrangements and arrangements for students with Additional Needs, provision of free school meals, ensure a balanced curriculum that includes English, Maths, Science and RE.

GOVERNORS WILL BE EXPECTED TO:

- Attend 6 Full Governing body meetings per year.
- Join 1 sub-committees (i.e. Teaching and Learning or Resources. and attend 6 (early evening) meetings per year).
- Assist with Special Committees: Student discipline, Complaints, Staff Dismissal, Grievance and Appeals (when available).
- Assist with interviews for new staff (when available).
- Attend other College events such as Awards Evenings (when available).



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Eligibility to become Governor / Director

Information for Parents

I declare that:

- I am aged 18 or over.
- I am not a pupil at the Academy.
- I am not an undischarged bankrupt.
- I am not disqualified from acting as a charity trustee under Section 72 of the Charities Act 1993.

Section 72 of the Charities Act 1993 provide a person will be disqualified as a charity trustee for:-

- *conviction of any offence involving dishonesty or deception (unless the conviction is spent);*
 - *being adjudged bankrupt or having his/her property made available to creditors and (in either case) he/she has not been discharged;*
 - *making a formal arrangement with his/her creditors which has not been discharged;*
 - *removal from the office of charity trustee by an order of the Charity Commissioners or of the High Court;*
 - *removal under Section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 from being concerned in the management or control of any body; or*
 - *being subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under Section 429 (2) (b) of the Insolvency Act 1986.*
- I am not included in the list kept by the Secretary of State under Section 1 of the Protection of Children Act 1999.
 - I am not disqualified from working with children in accordance with Section 35 Criminal Justice and Court Services Act 2000.
 - I am not barred from regulated activity relation to children (within the meaning of Section 3(2) of the Safeguarding of Vulnerable Groups Act 2006.
 - I am not the subject of a direction under Section 142 Education Act 2002 nor am I subject to any prohibition or restriction which takes effect as if contained in such a direction.
 - I have not been convicted of any criminal offence, excluding any offence that is spent under the Rehabilitation of Offenders Act 1974 and any offence for which the maximum sentence is a fine or a lesser sentence.
 - I have provided to the Chairman a criminal records certificate at an enhanced disclosure level under Section 113B of the Police Act 1997.
 - I am not under a disqualification order made by a Court under the Company Directors Disqualification Act 1986.

*A disqualification order **must** be made against a director if he/she is or has been a director of a company which has at any time become insolvent and his/her conduct as a director of that company (taken alone or together with his/her conduct as a director of any other company or companies) makes him/her unfit to be concerned in the management of a company.*

A disqualification order **may** be made against a director for:-

- conviction of an offence in connection with the promotion, formation, management, liquidation or striking off of a company or with the receivership or management of a company's property;
- persistent breaches of companies legislation (e.g. failure to file accounts and annual returns);
- fraudulent trading or of any other fraud in relation to the company;
- conviction for contravention of or failure to comply with any provision in companies legislation requiring the filing of documents with the registrar of companies; or
- participation in wrongful trading.

**HONITON COMMUNITY COLLEGE IS COMMITTED TO SAFEGUARDING ITS STUDENTS THEREFORE AN
ENHANCED DBS IS ESSENTIAL SHOULD YOU CHOOSE TO NOMINATE YOURSELF TO FILL A
GOVERNOR VACANCY**

COMPANY NUMBER: 07665387