

September 9 2020

Dear Parents/Carers of Pupils at the Westwood Academy

ELECTION OF PARENT GOVERNORS

We are writing to advise you of two parents vacancies which we currently have on our Local Governing Body.

The Instrument of Government for Kenilworth Multi Academy Trust and The Westwood Academy Local Governing Body as constituted under the School Governance (Constitution) (England) Regulations 2012 (as amended) requires that the Governing Body must include Parent Governors who have been elected by the parents of registered pupils of the school and who are themselves parents of registered pupils of the school at the time of their election.

We are keen to encourage any interested parents to consider joining the Governing Body and especially parents with skills in the following areas:

Marketing, Legal, HR, Business or Educational Skills.

Any parent seeking to be elected as a parent governor should be willing to undertake a disclosure from the Disclosure and Barring Service. If a parent refuses to undertake such a disclosure then they will be ineligible to stand for election to the governing body.

There are currently two vacancies and you are therefore invited to take part in the election of Parent Governors for this school who will serve on the Local Governing Body for four years unless they resign as Governors in the interim. Nomination forms are attached and must be returned to the school reception no later than 10:00 Monday 21 September 2020. Should two or fewer nominations be received by the official closing date, the candidate(s) will be duly elected unopposed. Please note that you should not participate in more nominations than there are vacancies. Each nomination requires two proposers.

Yours sincerely,



Ms H Lawrence
Head of School
Becoming a Governor

Anyone can become a Governor unless any of the following apply. You cannot become or remain a governor if:

- you are **aged under 18** (Paragraph 1(2))
- you have been adjudged **bankrupt** and have not been discharged (Paragraph 10)
- you are **disqualified from being a company director** (Paragraph 11)
- you have been **removed from office as a charity trustee** because of maladministration (Paragraph 12)
- you are **prohibited** by the Department for Education from working in schools as a **teacher or member of the support staff** or from being **the proprietor of an independent school** (Paragraph 13)
- you have been convicted in the last five years of a **criminal offence** resulting in a prison sentence of three months or more, whether suspended or not (Paragraph 14(2))
- you have been convicted in the last twenty years of a **criminal offence** resulting in a prison sentence of two and a half years or more (Paragraph 14(3))
- you have ever been convicted of a **criminal offence** resulting in a prison sentence of five years or more (Paragraph 14(4))
- you have been fined under the Education Act 1996 for **causing a nuisance or disturbance on a school site** in the last five years (Paragraph 14(6))
- you refuse to undertake a Disclosure and Barring Service check when asked to do so by the Clerk to the Governors (Paragraph 15)

*This is a summary of the relevant Regulations, which have legal force. The Regulations say that you should not become a governor if any of the above apply. If you are already a governor and any of the above apply you should tell the clerk of the governing body. A newly appointed governor can be asked to make a disclosure to the **Disclosure and Barring Service** who would identify any criminal offences which apply. The same provisions apply to associate members of governing body committees.*

This is a simplified summary of Sections 1 to 15 of Schedule 4 of the School Governance (Constitution) (England) Regulations 2012 and is not an interpretation of the law. Anyone seeking clarification of any of these provisions should contact the Governor Support Service in the first instance.

Nomination of Parents to serve on the Governing Body of The Westwood Academy for a period of four years. (Two parents must nominate a candidate as detailed below)

Nomination 1

I/We _____ (Your Name/s in Block Capitals)

Of _____
_____ (Your Address)

Nomination 2

I/We _____ (Your Name/s in Block Capitals)

Of _____
_____ (Your Address)

Wish to nominate _____ as a candidate to serve as a Parent Governor on the Governing Body of the Westwood Academy for a period of four years from the date of their election.

Governor candidate Information here:

I _____ (Governor Candidate Name in Block Capitals)

of _____
_____ (Governor Candidate Address)

Accept the above nominations. In the event of a ballot being necessary I wish the following information in support of my candidature (using as many words as you feel necessary to outline the skills and experiences that you are able to offer) to be circulated to those entitled to vote.

I understand that neither the Head of School nor Governors bear responsibility for the validity of any statement made above.

By signing this nomination paper I agree to undertake a disclosure via the Disclosure and Barring Service and accept that my appointment, if elected, will not be valid until such a disclosure has been obtained.

Nominee/s Signatures

Nomination 1: Nominated by: _____
Parent of: _____ (Child's/Children's name) in
Year(s) _____

(Signature) _____ Date _____

Nomination 2: Nominated by: _____
Parent of: _____ (Child's/Children's name) in
Year(s) _____

(Signature) _____ Date _____

Governor Candidates Signatures

Candidate _____ (Name):
Parent of _____
_____ (Child's/Children's name) in Year(s)

(Signature) _____ Date _____