

6<sup>th</sup> May 2015

Dear Parent/Carer

### **RE: Election of Parent Governor(s) Nominations**

There is a vacancy for a parent governor to serve on the governing body of Milestone Academy. We are very keen to encourage parents and/or carers of registered pupils to nominate themselves to fill these places.

Parent governors are elected by other parents and are vital to our governing body. They have the same responsibility as other governors for carrying out the governing body's wide range of responsibilities. Governors do not run the school day-to-day, as their role is at the strategic or policy-making level in the school. You do not have to be an expert on education to be a school governor and we value the experience that all governors bring to the role.

If you join our governing body, you will serve for a four year term and you can continue to the end of the four years even if your child/children leave the school. Please be aware, being a governor does take up time. There are 3 governing body meetings each year, and governors are expected to visit the Academy and join committees as requested. Although the role of governor is an unpaid position, it is a role which requires you to set aside time to: prepare for meetings, visit the school, undertake and update training.

### **Who can be a parent governor?**

All those who have parental responsibility and are over the age of 18 are eligible to stand for election, including parents who work at the school provided that they work for less than 500 hours per year when they are elected.

There are some circumstances that disqualify an individual from serving as a school governor. If you wish to stand, you will be asked to complete a self-declaration of eligibility form to state that there are no reasons for disqualification from serving as a governor and provide evidence of identity and address if required.

### **How to nominate yourself**

If you would like to put your name forward, your nomination must be supported by two parents of pupils currently at the school (not including anyone to whom you are closely related). Their signatures, names and addresses must be on the nomination form.

If the number of nominations is the same as or less than the number of vacancies, all candidates will be elected unopposed.

If there are more nominations than vacancies, an election will take place. The statements of all candidates will be typed in a standard format and circulated to all parents with ballot papers.

To find out more about what being a governor at this school is like, you can contact Neil Willis on 01322 620586, who will be very willing to answer any questions.

If you would like to take the opportunity to put yourself forward as a candidate, complete and return the attached sheet to Jan Nichol, Office Manager **no later than Thursday 21<sup>st</sup> May 2015**. If it is necessary for there to be an election, I will contact you to let you know about the arrangements.

Yours sincerely

Nigel Jones  
Principal



## PARENT GOVERNOR ELECTION: NOMINATION FORM

### MILESTONE ACADEMY

This form should be returned to Jan Nichol, Office Manager by Thursday 21<sup>st</sup> May 2015

<b>I wish to serve as Parent Governor and to be a candidate if an election is necessary</b>	
FULL NAME (Title, Forename, & Surname in Block Capitals)	
ADDRESS	
SIGNATURE & DATE	
NAME OF CHILD	

<b>These parents of children currently attending the Academy support my nomination</b>	
FULL NAME (Title, Forename, & Surname in Block Capitals)	
ADDRESS	
SIGNATURE & DATE	
NAME OF CHILD	

FULL NAME (Title, Forename, & Surname in Block Capitals)	
ADDRESS	
SIGNATURE & DATE	
NAME OF CHILD	
<p>Please use this space for a brief (100 words maximum) personal statement to support your nomination. This statement, typed in a standard format, with your name, will be circulated to parents if there is a contested election.</p>	

**Academy GOVERNOR ELIGIBILITY SELF DECLARATION FORM**

Please answer each question by ticking in the relevant column on the right-hand side	YES	NO
<b>Are you</b> aged 18 or over at the date of this election or appointment?		
<b>Have you</b> been disqualified as a Governor previously?		
<b>Has your</b> estate been sequestrated (temporarily repossessed) and the sequestration not been discharged, annulled or reduced?		
<b>Are you</b> the subject of a bankruptcy restrictions order or an interim order?		

Please answer each question by ticking in the relevant column on the right-hand side	YES	NO
<b>Have you</b> been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement or, under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, from being concerned in the management or control of any body?		
<b>Are you</b> included in the list (List 99) of teachers and workers with children or young persons whose employment is prohibited or restricted?		
<b>Are you</b> disqualified from working with children?		
<b>Are you</b> disqualified from being an independent Academy proprietor, teacher or employee by the Secretary of State?		
<b>Have you</b> , in the five years prior to becoming a Governor been sentenced to three months or more in prison (without the option of a fine)?		
<b>Have you</b> , in the twenty years prior to becoming a Governor, received a prison sentence of two and a half years or more?		
<b>Have you</b> , at any time, received a prison sentence of five years or more?		
<b>Have you</b> been fined, in the five years prior to becoming a Governor or since becoming a Governor, for causing a nuisance or disturbance on education premises?		
<b>Are you</b> employed to work at the Academy or on a contract for services at the Academy and work for more than 500 hours a year?		

I declare that I am not disqualified from serving as an Academy Governor or as a Parent Governor.

**Name :** \_\_\_\_\_

**Signature :** \_\_\_\_\_

**Date :** \_\_\_\_\_