



St. Lucia's  
C.E. Primary School & Nursery  
Upton Magna

Upton Magna  
Shrewsbury  
Shropshire  
SY4 4TZ

telephone 01743 709652  
fax 01743 709191

Head Teacher:  
Mrs S. L. Woolley  
BA (Hons), MA, NPQH

email:  
[admin@st-lucias.shropshire.sch.uk](mailto:admin@st-lucias.shropshire.sch.uk)  
[www.stluciasprimary.co.uk](http://www.stluciasprimary.co.uk)

Ref: PG1/JMB

To: All Parents of Pupils Registered

Monday 23 September 2019

Dear Parent

**Notice about Parent Governor Election Arrangements/Request for Nominations**

The Constitution of the School's Governing Body allows for the appointment of five parent governors. This appointment is made by election. The number of vacancies to be filled on this occasion is one. I should be pleased to receive nominations for this vacancy) on the tear off slip provided and in accordance with the following notes:-

1. Only parents who have/will have children registered at the school on Monday 23 September 2019 are eligible to stand for election or make a nomination.

The other eligibility rules, which should be read carefully, are printed overleaf.

2. Candidates may nominate themselves.
3. Candidates are entitled and encouraged to submit a brief personal statement (not more than 100 words; anything more than 100 words may give rise to complaints from other candidates and so will not be accepted) giving autobiographical details and such other information and views as they see fit, except information indicating that they are endorsed or supported by any group or association.
4. Each parent may submit a nomination for each of the vacancies to be filled. Nominations and statements, where made, must be returned to me by Monday 30 September 2019 at the latest. Any received after this date cannot be included in the election.
5. Candidates must sign the form to indicate their willingness to stand.
6. The term of office of a parent governor is 4 years from the date of appointment. Parent governors are not disqualified if their children leave the school before the end of this period.
7. The definition of a "parent", in relation to any child or young person, includes any person who is not a parent but who has parental responsibility for or who has care for the child or young person.

The timescale for this election is as follows:-

- a) Nominations on PG1 to be returned to school by the end of the school day on Monday 30 September 2019.
- b) Ballot papers will be distributed on Monday 7 October 2019
- c) Voting closes at the end of the school day on Monday 14 October 2019. Votes will be counted and the result announced on Monday 14 October 2019.

Yours sincerely

S L Woolley  
Head Teacher

## Disqualification Rules

A person is disqualified from appointment, election or holding office as a parent governor (NB. - not from making a nomination) if:

- he/she is an elected Member of the Local Authority;
- he/she is paid to work at the School for more than 500 hours in any twelve month period commencing on 1 August and finishing on 31 July;
- he/she is under the age of 18 years or a pupil at the school;
- he/she is already a governor at the same school;
- his estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or, he is subject of a bankruptcy restrictions order, a debt relief restriction order or an interim debt relief restriction order;
- he/she has made a composition or arrangement with, or granted a trust deed for, his creditors and has not been discharged in respect of it;
- he/she is subject to a disqualification order or undertaking under either the Company Directors Disqualification Act 1986, or Company Directors Disqualification (Northern Ireland) Order 2002 or to an order made under section 429(2) of the Insolvency Act 1986 (*failure to pay under county court administration order*);
- he/she has been removed as a trustee of a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he/she was responsible or to which he was privy, or to which he contributed to or which he facilitated by his conduct;
- he/she has been removed under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 (*Powers of Court of Session*), from being concerned in the management or control of any body;
- he/she is included in the list of teachers and workers with children or young persons whose employment is prohibited or restricted under Section 1 of the Protection of Children Act 1999;
- he/she is subject to a direction of the Secretary of State under section 142 of the 2002 Act;
- he/she is disqualified from working with children under sections 28 and 29 or 29a of the Criminal Justice and Court Services Act 2000;
- barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006;
- disqualified from registration under Part 3 of the Childcare Act 2006;
- disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2012 for child minding or providing day care;
- he/she has, within a period of five years ending with the date immediately preceding the date on which his/her appointment or election as a governor would have taken effect or since his/her appointment or election as a governor he/she has been convicted, whether in the UK or elsewhere, of any offence and has had passed on him/her a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine;
- he/she has, within a period of 20 years ending with the date immediately preceding the date on which his appointment or election as a governor would have taken effect he/she has been convicted of any offence and has had passed on him/her a sentence of imprisonment for a period of not less than two and a half years;
- if at any time he has been convicted of an offence and has had passed on him a sentence of imprisonment for a period of not less than five years;
- he/she has, within a period of five years ending with the date immediately preceding the date on which his/her appointment or election as a governor would have taken effect or since his/her appointment as a governor he/she has been convicted of an offence which took place on the

premises of a school maintained by a local education authority or under Section 85A of the Further and Higher Education Act 1992, and has been sentenced to a fine.

- he/she is disqualified from holding office as a governor when he refuses a request by the Clerk to the Governing Body to make an application under Section 113 of the Police Act 1997 for a criminal record certificate.

**All new or re-appointed/elected governors are now required to confirm that they do not fall foul of the disqualification rules as listed and provide proof of their identity to the Headteacher. This is arranged once the election has taken place.**

Please return to the Head, St Lucia's C.E. School by  
Monday 30 September 2019  
I wish to nominate:

<u>Nomination</u>	<u>Full Name</u>	<u>Address</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

for election as a parent governor.

**To be signed by the nominee(s) and nominator if different.**

Signed: \_\_\_\_\_  
(Nominator if you are not nominating yourself)

Signed: \_\_\_\_\_  
(Nominee i.e. the person standing as parent governor)

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

A brief personal statement written by the candidate(s) is/are attached/not provided.

(delete as appropriate)

