

# Lady Margaret Primary School

Lady Margaret Road, Southall, Middlesex, UB1 2NH

**Tel:** 020 8566 6486 **Fax:** 020 8566 6713

**Email:** [office@ladymargaret.ealing.sch.uk](mailto:office@ladymargaret.ealing.sch.uk) **Web:** [www.ladymargaret.ealing.sch.uk](http://www.ladymargaret.ealing.sch.uk)

**Head teacher:** Mrs H Rai MA NPQH

**Chair of Governors:** Mr S Prebble

**Deputy Head teacher:** Miss L Simpson

**Deputy Head teacher:** Miss P Bal

**School Business Manager:** Mrs A Hancock



10 November 2021

Dear Parent/Carer,

## VACANCY FOR A PARENT GOVERNOR

Due to one of our governor's term of office coming to an end, there is an immediate vacancy for a Parent Governor to join the Governing Body (GB) and an election will therefore be held shortly.

As you may be aware, the main tasks of the GB are to support the school strategically, ensure students receive high quality education and to plan for future development and continuous improvement.

Governors all work in close partnership for the positive development of the school. The governors have duties and responsibilities laid down in education law that range over most aspects of school life, from student admissions and staff appointments to the oversight of the management of the budget and involvement in a variety of curriculum, personnel and pupil issues.

This is an important voluntary role and does require some time commitment. Governors usually need to attend two to three evening meetings each term. At these meetings, which usually start at 6.30 pm and last for up to two hours, governors are informed and consulted on a variety of matters connected with the strategic direction of the school and there are usually documents to read beforehand. There may sometimes also be extra meetings or work that individuals may volunteer to undertake (for instance participating in interview panels appointing senior staff or sitting on disciplinary committees, as required).

A parent governor normally serves for four years, but may resign earlier if personal circumstances make it difficult to continue or, conversely, may stand for election again at the end of the four-year term if they are then still a parent or carer of a child at the school.

The GB is now asking all parents and carers to consider whether they would be prepared to contribute to the school's development by joining the Governing Body.

One skill set/profession which is under-represented on the Governing Body is marketing and communication. While parents from any background are invited to seek nomination, the governors would particularly encourage candidates working in or with recent experience of this field.

Governor training is available from a variety of sources including Ealing Local Authority. Parents and registered carers of a pupil at Lady Margaret Primary School this term are eligible to stand and also eligible to vote in an election for a parent governor, unless disqualified by one or more of the restrictions that apply to anyone seeking to be a governor of a school. A summary of the categories of restrictions is attached for your information.

If you would like to stand for election please speak to the school office who will provide you with an information pack.

Please note that the closing date for applications is **Wednesday 24<sup>th</sup> November**.

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. You will be required to make statement of no more than 150 words, providing information about yourself and what you feel you can offer to the school. If by the closing date there is only one nomination, that person will automatically become a governor. If there are two or more nominations, a secret ballot will be held. Please note that the 150 word limit on biographical details must be strictly adhered to. Any words in excess will be deleted.

Please contact me via the school or e-mail ([office@ladymargaret.ealing.sch.uk](mailto:office@ladymargaret.ealing.sch.uk)) if you have any questions about the nomination or election process or, indeed, if you have any general questions regarding the role and responsibilities of a school governor.

Yours sincerely

A handwritten signature in black ink, appearing to read 'HR', is written over a light grey rectangular background.

Helen Rai  
Headteacher

## Governor disqualification criteria

A person is disqualified from holding or continuing to hold office as a governor of a school if, in summary, that person:

- failed to attend the meetings of the governing board of that school for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing board. This does not apply to the headteacher or to foundation governors appointed by virtue of their office
- A foundation, local authority, co-opted or partnership governor at the school who is disqualified for failing to attend meetings is only disqualified from being a governor of any category at the school during the twelve-month period starting on the date on which they were disqualified
- is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions order; debt relief restrictions order; an interim debt relief restrictions order; or their estate has been sequestered 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 the Companies (Northern Ireland) Order 2002; 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 trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any board
- has been removed from office as an elected governor within the last five years.
- is included in the list of people 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 142 of the Education Act 2002 or 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
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (without the option of a fine) in the five years ending with the date preceding the date of appointment/election as a governor or since becoming a governor

- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of two and a half years or more in the 20 years ending with the date preceding the date of appointment/election as a governor
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more
- has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years ending with the date immediately preceding appointment/election or since appointment or election as a governor
- refuses a request by the clerk to make an application to the Disclosure and Barring Service for a criminal records certificate.

Anyone proposed or serving as a governor who is disqualified for one of these reasons must notify the clerk to the governing board.