

19<sup>th</sup> May 2025

Dear Parent/Carer

### Parent Governor Vacancy

We are writing to inform you that there is an opportunity for a parent to join the Governing Body and are inviting parents to put themselves forward.

As a parent/carers of a child at the school you are entitled to apply and vote in any election. A nomination slip is attached. If you wish to apply you should complete the slip and return it to the Clerk to the Governors (by emailing [info@guiseleyschool.org.uk](mailto:info@guiseleyschool.org.uk)) by 12.00pm on Sunday 1<sup>st</sup> June. Please note that you are not eligible to be a parent governor if you work at the school for more than 500 hours or if you are an elected member of the local authority. You are also not eligible to be a governor if you fulfil any of the disqualification criteria listed on the eligibility form.

If there is only one candidate, then that person will automatically be declared as a governor. If there are more applicants, then an election will be held. For this purpose, applicants need to prepare a short statement to be circulated with the information regarding the election. Space for this is included below the application slip. The deadline for the completed statement, once nominations are collected, will be **Friday 6<sup>th</sup> June 2025**.

### The Role of the Governing Board

The school's governing board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational and financial performance. The board is passionate about education and committed to continuous school improvement.

To be a Parent Governor you should have:

1. A strong commitment to the role and to improving outcomes for children
2. Good inter-personal skills, curiosity, and a willingness to learn and develop new skills
3. The specific skills required to ensure the governing board delivers effective governance

### Expectations of Governors

Governors attend a Full Governing Body meeting at the start of the year, each term. They also commit to attending one or more of the three committee meetings held half termly. Governors also act as link governors for specific roles within the school, for example, safeguarding, admissions, pupil premium, subject areas.

Leeds City Council's Governor Support Services offer training and support for Governors so no parent/carers should feel deterred from putting themselves forward as a school governor. If you would like more information before deciding whether to stand either contact the Headteacher via [info@guiseleyschool.org.uk](mailto:info@guiseleyschool.org.uk). Parent governors serve a four-year term of office irrespective of whether their child leaves the school during the term of office.


We encourage all parents to give some serious thought to standing as a parent governor and helping us continue on our journey towards the provision of an outstanding education setting for our young people.

Yours sincerely



Paul Clayton  
Headteacher

Yours sincerely



Sharon Thandi  
Chair of Governors



**Are you eligible to be a governor?**

All governors and associate members are asked to sign a self-declaration pro-forma to confirm that they are eligible to be a governor or associate member. Please see the list below which details when a person is not eligible to serve as a school governor as laid down by School Governance (Constitution) (England) Regulations 2003 (regulation 20 and Schedule 6). Please read these carefully. If you are happy that none of the criteria apply to you, please sign and date the form and **return it directly to the Headteacher at your school**. If you are unsure whether you are eligible or not please contact Governor Support Service on 0113 3785213 for clarification.

A person may not serve as a school governor who:

- is the subject of a bankruptcy restrictions order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been sequestrated 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 Part 2 of the Companies (Northern Ireland) Order 1989, 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 charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body
- is included in the list of teachers or workers 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 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
- has been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor
- has received a prison sentence of two years or more in the 20 years before becoming a governor
- has at any time received a prison sentence of five years or more
- has been fined for causing a nuisance or disturbance on school premises during the five years prior to 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 DBS certificate.
- Anyone proposed or serving as a governor who is disqualified for one of these reasons

I confirm that I am eligible to be a school Governor. I do not fulfil any of the above disqualification criteria.

Signature ..... Date .....

Name.....