



Head Teacher: Mrs. A. Young
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Captain Cook Primary School , Stokesley Road,
Marton, Middlesbrough. TS7 8DU

14th November 2022

Dear Parent/Carer

I am writing to advise you that there is a vacancy for a parent governor on the academy local governing body and are seeking nominations for an enthusiastic and committed parent or carer to join. If you are interested in taking up this role, you are invited to put your name forward, or to nominate another parent. If you nominate a fellow parent, please ensure the parent countersigns the attached nomination paper.

There are no particular qualifications required for the role but, following an analysis of the results of our skills audit, we have skills gaps in the areas of legal experience, business management including HR and finance, and would be particularly keen to receive nominations from someone with experience in any of these areas.

The core functions of the governing body are:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding senior leaders to account for the educational performance of the organisation, its pupils, and the performance management of staff.
- Overseeing the financial performance of the organisation and making sure its money is well spent.

At Captain Cook Primary School we always aim for positive and purposeful partnerships with parents, which undoubtedly brings important benefits to the pupils. One of the most significant ways you can help in promoting this aim is to volunteer to be a parent governor. The local governing body's main tasks are to support the school, ensure that all pupils receive a high quality education and to plan for future development and improvement.



Parent governors are welcomed as valued members of the team and play a vital role in ensuring the local governing body is aware of the views of parents and the local community. We are confident that there are parents prepared to volunteer to take on this key role and give their time and commitment to help us continue to develop and improve the school's performance.

When nominating yourself or someone else for the role of parent governor, you are nominating the person you believe has the skills and commitment to undertake the role. You are also nominating someone you trust to represent the views of parents when working with other governors and the Head Teacher, to promote high standards and strategically develop the school. The parent governor's role is not to represent individual parents' views or to report back directly to parents.

We would draw your attention to the reverse of the nomination form detailing Declaration of Eligibility which lists the criteria for qualifications and disqualifications. Please ensure the declaration is signed by the nominee.

Nominations should be submitted to the Head Teacher by: **29th November 2022**

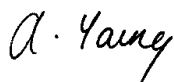
Nominations received after this date will not be accepted.

If the number of nominations received are equal to or less than the number of vacancies there will be no need to hold a ballot. If a ballot is necessary one voting paper per parent will be sent to you via your child. Should you mislay this voting paper, a further copy may be obtained from the school. If an election is necessary further details will be sent in due course.

If you would like further information about the role of a governor at our school please contact us and we can put you in touch with existing governors for an informal discussion.

I look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink that reads "A. Young". The signature is written in a cursive, slightly slanted style.

Amy Young
Head Teacher

Nomination

I wish to stand for election/or nominate someone, as a parent governor of Captain Cook Primary School.

Title:	
Surname:	
First Names:	
Date of Birth:	
Home Address:	
Telephone No:	
Email:	

If you are nominating another parent please sign here and ensure that the nominee signs the declaration on the reverse.

Signature:	
Name:	
Date:	

A person is disqualified from holding or continuing to hold office as a governor if that person:

- 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 anybody;
- 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 disqualified from working with children or from registering for child minding or providing day care;
- is disqualified from being an independent academy 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 academy premises during the five years prior to or since appointment or election as a governor; or
- refused a request by the clerk to make an application to the DBS for DBS certificate;
- Registered pupils cannot be governors;
- A governor must be aged 18 or over at the time of election or appointment;
- A person cannot hold more than one governor post at the same academy at the same time.

Declaration:

I am willing to serve as a parent governor should I be elected. I am not disqualified from serving as a school governor and agree that the information I give on this form can be recorded and shared with the appropriate statutory and regulatory bodies. I give permission for an application to be made to the Data and Barring Disclosure Service (DBS).

Signature:	
Date:	

Please include a paragraph (of no more than 500 words) as to why you would like to be a governor, including any skills and experience you would bring to the governing body (*include on a separate and attached sheet if needed*).

Please be aware what you write here will be viewed by governors and, in the event of an election, other parents:

Please return this completed and signed nomination form to school by no later than **12.00pm** on: **29th November 2022**