

Dear Parent/Carer,

School Governing Body - Parent Governor Vacancy

One of the four parent governors – Mr Edmund Bradley – has resigned, creating a vacancy for a Parent Governor to serve on the Governing Body of Reading School. This letter invites nominations to fill this vacancy.

Attached to this letter is some information about the composition of the governing body, the role of governors, and the responsibilities of governors. For more information about what becoming a governor is likely to entail, you may also want to visit: <http://www.nga.org.uk/Be-a-Governor.aspx>. In essence, governors should act in a strategic role, as a 'critical friend' to the school and be accountable for their responsibilities.

Although the school governor role is voluntary, it does require a commitment of time and the ability to attend evening meetings. It can be very rewarding as you help to shape the future of Reading School. We want to continue to provide the very best possible educational experience for our students, and the Governing Body plays a key part in helping the School to achieve that vision. It is very important that parents/carers of boys in the school stand for election to the Governing Body, so that their views are heard on it.

Some parents/carers may be put off by the amount of work involved in being a Governor, or feel that they do not have the necessary expertise, knowledge or skills to carry out the role effectively. However, experience shows that they have much to offer to their local schools and can play a vital part in helping schools to meet the needs of the students and the communities they serve.

Governors are not expected to be instant experts. Successful candidates will be provided with relevant information by both the Local Authority and the school, once they are elected, and it is expected that they will take part in training events to help them learn about their role. However, we try to assemble a good range of skills and expertise on the Governing Body, and, at this juncture, we are particularly keen to attract people with a background or skill or experience in

- Fundraising
- Procurement
- Premises Management
- Links to local business
- Educational policy work
- Special Educational Needs policy and practice

Enclosed with this letter you will also find a nomination form. Those who are nominated (or nominate themselves) should write a brief statement about themselves on the nomination form to help parents to decide who to vote for (if an election is needed). **Completed nomination forms should be addressed to the Clerk to the Governors, and a hard copy of the form must reach the school by 12 noon on Wednesday 31st October 2018*. No nominations will be accepted after this time.** Depending on the number of nominations received, it may be necessary to arrange an election, which will take place in November 2018. * It would be helpful if an electronic copy was also sent to govsclerk@reading-school.co.uk

Remember, decisions taken by the Governing Body will affect **your** child's future education. To make sure you have a voice in that decision making, please make every effort to take part in these elections. If you need any more information, please contact me on 0118 975 1770, or 07740 406869 or at Govslerk@reading-school.co.uk

Yours sincerely,

Steve Vale

Clerk to the Governors

Documents set out below:

1. Reading School Governance – a note for intending governors
2. Election rules
3. Nomination form, including candidate statement
4. Eligibility Rules

Reading School Governance

A Note for Intending Governors

Reading School is a selective 11-18 boys' school within the state sector. There are roughly 1000 students of whom over 300 are in the sixth form and over 70 are weekly boarders. Day students are admitted from the greater Reading catchment area. Reading School became an Academy in February 2011 and as such reports directly to the Secretary of State for Education. The *modus operandi* of the School is determined by a Funding Agreement between the Reading School Academy Trust and the Secretary of State for Education.

The governance of Reading School is the responsibility of the Governing Body. The Governing Body consists of sixteen governors: two are appointed by the Reading Foundation (the charity which holds in trust the endowments and property of the School); two are elected by staff; and four are elected by parents of students at the School. The Headmaster is an *ex officio* a governor, and the remaining governors are appointed by the members of the Reading School Academy Trust. The Reading School Academy Trust is a company registered at Companies House. The governors of the School are also the directors of the Company. A governor's term of office is four years from the date of appointment.

The Governing Body meets at least five times during the School year. The detailed work of the Governing Body is conducted in committees which report on and recommend to the Governing Body matters for decision. The committees are: Curriculum & Standards, External Relations and Pastoral Care, Finance and Property & Projects. These committees meet at least once each term. Each governor is expected to serve on one or two of these committees. In addition there are committees meeting as needed to deal with (*inter alia*) admissions, student discipline, staff discipline, complaints, as well as *ad hoc* groups to look at particular issues. Meetings of the Governing Body and committees are held on weekday evenings (mainly Mondays) starting at 17.30 or 18.00, and should last no more than 2 hours. The annual schedule of meetings is agreed by governors at the start of each academic year. Governors are required to attend meetings of the Governing Body and the committees they serve on and are encouraged to attend School functions.

Internal and external training will be provided as appropriate for new governors to enable them to get to grips with their role and develop their skills.

The responsibility of governors is laid down in the Articles of Association of Reading School (Annex A of the Funding Agreement): (94)... *the business of the Academy Trust shall be managed by the Governors.* And (104) *The Governors shall appoint the Principal [or Headmaster]. The Governors may delegate such powers and functions as they consider are required by the Principal for the internal organisation, management and control of the Academy (including the implementation of all policies approved by the Governors and for the direction of the teaching and curriculum at the Academy).* In practice, the role of governors in an academy school is very much the same as the traditional role of governors in state schools, with a strategic focus on the way the school is run and managed and on how it performs. For more information see: <https://www.gov.uk/education/school-governance> and [https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/582868/Governance Handbook - January 2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/582868/Governance_Handbook_-_January_2017.pdf)

RULES FOR PARENT GOVERNOR ELECTIONS

Pre-Election Publicity

A communication should be sent to each household, enclosing nomination forms and setting out the timetable for each stage of the election. A Parent Governor's usual term of office is 4 years from the date of appointment.

Eligibility to Nominate and Vote

All parents/carers of registered pupils are eligible to nominate, be nominated and to vote. Parent Governors are nominated and elected by parents/guardians of registered pupils at the school. To be eligible, a nominee must, at the time of election, have a child on the school register – he or she does not have to stand down if his/her child subsequently leaves the school, although he/she may resign. ***Candidates may nominate themselves or their spouses, or may be nominated by another parent/guardian.***

Nomination forms must be returned to the Clerk to the Governors by the date specified. Nominations should be countersigned by the nominee. Nominees will be invited to supply a short, personal statement for circulation to voters. A list of nominations will be published on the school notice boards.

Uncontested Election

If the number of persons validly nominated does not exceed the number of vacancies to be filled, the Clerk to the Governors will follow the closure of the period of nominations and declare the person or persons so nominated to be elected.

Contested Election

The Clerk to the Governors must give at least seven days notice of the arrangements for the election. The Clerk to the Governors must make all reasonable arrangements for the issue and receipt of ballot papers. Ballot papers will list the names of candidates and a short personal statement by the candidate. Each elector will be entitled to have ONE vote for EACH vacancy. The number of votes does NOT depend on the number of children a parent/guardian has at the school.

The poll for the election of Parent Governor will be held over a period of one week. Elections must be held by secret ballot. The ballot papers should be put into the ballot box situated in the school entrance hall or reception. Electors have the opportunity to vote by post or by pupil post. Proxy voting is not permitted.

The candidate(s) elected will be those gaining the most votes. The count will be conducted by the Clerk to the Governors. Candidates and their nominated representatives should be invited to be present at the count. The Clerk to the Governors will advise all parents and members of the Governing Body of the results. All papers relating to the election should be retained. The number of papers issued and the number returned should be recorded.

Election timetable - 2018

- 31st October (noon) – closure of nominations
- 2nd November – notice of election (if required)
- 16th Nov – issue of ballot papers
- 19th – 23rd November – ballot
- 10.00 on 19th November – ballot opens
- 16.00 on 23rd November - ballot closes
- 26th November – Counting of ballot papers
- 27th November – results of poll announced.



Parent Governor Nomination Form 2018

I (name)

wish to nominate(name)

for the position of Parent Governor on the Reading School Governing Body.

Signature of person nominating.....

I (name of nominee)..... agree to this nomination and declare that I am eligible to stand for election under the attached eligibility regulations.

Signature of nominee.....

Date

Please provide the nominee's contact details:

Address

.....

Daytime telephone number

Mobile phone number

E-mail

Please return this nomination form, with the required information and signatures, in an envelope addressed to:

The Clerk to the Governors
Reading School
Erleigh Road
Reading
RG1 5LW

Nominations can be sent by post, or by hand to the school reception, but must arrive ***no later than noon on 31st October 2018.***

Nominees should also complete the pro forma below with statements about why they wish to become a governor and the skills and experience they can offer, and either return this either with their nomination form, or, preferably, via a separate e-mail, to:

govsclerk@reading-school.co.uk

Please note, whilst supporting statements should be e-mailed if possible, nominations cannot be submitted by e-mail, but must be returned by post or by hand.



Parent Governor Elections - 2018

Nominated candidate's statement

Please state briefly why you wish to be a governor:

Please detail any skills and experience you have that you feel would benefit the role of governor:

Eligibility Regulations

I declare that I am not disqualified from serving as a school governor and that:

- **I am** aged 18 or over at the date of this election or appointment;
- **I do not** already hold a governorship of the same school;
- **I am not** a person who is detained under the Mental Health Act 1983;
- **I am not** the subject of a bankruptcy restrictions order or an interim order;
- **I have not** had my estate sequestrated and the sequestration has not been discharged, annulled or reduced.
- **I have not** 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 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body;
- **I am not** the subject of a disqualification order or undertaking under the Company Directors Disqualification Act 1986, a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989, a disqualification undertaking under the Company Directors Disqualification (Northern Ireland) Order 2002 or an order made under section 429(2) of the Insolvency Act 1986.
- **I am not** included in the list (List 99) of teachers and workers with children or young persons whose employment is prohibited or restricted;
- **I am not** disqualified from registration for child minding or providing day care;
- **I am not** disqualified from working with children;
- **I am not** disqualified from registration under Part 3 of the Childcare Act 2006;
- **I have not**, in the five years prior to becoming a governor, received a sentence of imprisonment, suspended or otherwise, for a period of not less than three months without the option of a fine;
- **I have not**, in the twenty years prior to becoming a governor, been convicted as aforesaid of any offence and has had passed on me a sentence of imprisonment for a period of not less than two and a half years;
- **I have not**, at any time, had passed on me a sentence of imprisonment for a period of not less than five years;
- **I have not** been fined, in the five years prior to becoming a governor, for causing a nuisance or disturbance on school or education premises;
- **I am not** subject to a disqualification order under the Criminal Justice and Court Services Act 2000.
- **I have not** been paid to work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in any consecutive twelve month period (at the time of election or appointment).