

Learners Today: Leaders Tomorrow

Mr I Straw – Headteacher

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The  
**Forest  
School**

ISW/ewt

20 September 2021

Dear Parent/Carer

### **Vacancies for Parent Governors at The Forest School**

The Instrument of Government for this school provides for the appointment of **six** Parent Governors who are elected by the parents of pupils registered at the school and who are themselves such parents at the time when they are elected. The term of office provided by the Instrument is four years.

Parent Governors play an important role in The Forest School and the contribution they make to the Governing Body is valued. There are many aspects to the role of a Parent Governor which make it worthwhile: you will develop a deeper understanding of the issues facing schools; you will get to know a range of staff in a different context; you will grow an “inside-out” comprehension of how the school works and, most importantly, you will be supporting the school in its drive to be “outstanding.”

There are currently **two vacancies** at our school for a Parent Governor. If you wish to stand for election as a Parent Governor of the school, please complete the nomination form. Completed nomination forms must be returned to the school office, addressed to the Clerk to the Governors, either in a sealed envelope marked “**Nomination Form**” or scanned and emailed in to: [ewright@theforestschool.net](mailto:ewright@theforestschool.net) by **no later than Monday 11<sup>th</sup> October 2021**. I am aware of the amount of paper an institution such as a school is capable of using therefore, the nomination forms are available on-line, at our website: <https://www.theforestschool.com/101/letters-and-forms>. Hard copies can also be requested from School Reception.

If more than two nominations are received, I shall send all parents voting papers, which will include the candidates’ election statements. Completed voting papers must be returned to the Clerk to the Governors in a sealed envelope marked “**Ballot Paper**”.

Should an election be required, I will arrange for votes to be counted at a time mutually agreed with all candidates, and each candidate or their authorised representative may attend the count. I shall arrange for all parents to be notified of the result. More information will be sent about this if an election is required.

If you are interested in becoming a Parent Governor and require further information, the Local Authority provides information regarding the office of governor which can be viewed and/or downloaded from the West Sussex Governors’ Page by following this link: <http://schools.westsussex.gov.uk/Page/1417>

Please read it carefully. In addition, our Parent Governors must be confident using virtual meeting platforms as well as accessing training and other information online. I have also enclosed an extract from the Regulations concerning the qualifications and disqualification connected with the office of governor, which you should read carefully before making your application. Please sign the declaration and include this with your nomination form.

If you have any queries concerning this or becoming a governor, please contact Eve Wright, Clerk to the Governors, c/o The Forest School, Comptons Lane, Horsham. RH12 5NT or at [ewright@theforestschool.net](mailto:ewright@theforestschool.net)

Our current Parent Governors are:

Mrs N Brown  
Mr P Colombo  
Mrs S Kent  
Mrs C Myall

If they are known to you, they would also be a good source of information.

Yours sincerely

Mr Ian Straw  
Headteacher

## **MEMBERSHIP OF GOVERNING BODIES**

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

- I am not 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
- I am not 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)
- I have not 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
- I am not included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
- I am not barred from any regulated activity relating to children
- I am not disqualified from working with children or from registering for childminding or providing day care
- I am not disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- I have not 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
- I have not received a prison sentence of two years or more in the 20 years before becoming a governor
- I have not at any time received a prison sentence of five years or more
- I have not 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

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## **POLICE ACT 1997 (Part V) – CRIMINAL RECORDS CHECKS**

During a period of office, a school governor may be asked to complete a Disclosure Application to enable a check to be carried out by the Disclosure and Barring Service (DBS). Failure to comply with this request or an unsatisfactory result from the check will mean the immediate termination of an appointment as a school governor.

### **ABSENCE FROM MEETINGS**

A governor who, without the consent of the governing body has failed to attend full Governing Body meetings for a continuous period of six months (from the date of the first meeting missed), shall be disqualified. The person may not be nominated or appointed as a governor of the same category to that school for twelve months immediately following the disqualification.

### **Local Policy in West Sussex**

Applicants will not normally be appointed as Authority governors at a school if they are the husband, wife or partner of a permanent member of staff at that school.

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## Nomination Form for Parent Governors at The Forest School

Please return the completed nomination form addressed to the Clerk to the Governors to arrive **no later than Monday 11<sup>th</sup> October 2021**. Your form can be scanned and emailed or dropped into the School reception. Please note, your form must be signed for it to be valid. This can be an electronic signature if it is scanned and emailed.

I wish to stand for election as a parent governor of The Forest School.

Mr/Mrs/Miss/Ms \_\_\_\_\_ (full name)

Full address \_\_\_\_\_

Contact Numbers and e-mail address:

Home \_\_\_\_\_ Mobile \_\_\_\_\_

e-mail \_\_\_\_\_

Parent/Legal Guardian of:

\_\_\_\_\_ Tutor Group \_\_\_\_\_

The following **two** parents or legal guardians of children attending the school support my nomination:

**1.**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

Legal guardian of:

\_\_\_\_\_ Tutor Group \_\_\_\_\_

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**2.**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

Legal guardian of:

\_\_\_\_\_ Tutor Group \_\_\_\_\_

**Please write a brief election statement:**

Signature of Candidate \_\_\_\_\_ Date \_\_\_\_\_