



# Heathcote School & Science College

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Headteacher: Zoë Cozens

8<sup>th</sup> November 2011



Science



APPLIED  
LEARNING



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EXCELLENCE AND DIVERSITY



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Dear Parent,

Heathcote School has one vacancy for a parent governor and one parent governor whose term of office will be coming to an end very soon. In order to save administrative work for the school and to avoid you going through the process twice I am proposing to run both elections together and I hope you will consider putting yourself forward for one of the vacancies. The term of office is four years but you can step down earlier if you wish. The governing body's main tasks are to support the school, ensure that pupils receive high quality education and plan for future development and improvement.

If you would like to stand as a candidate please complete the reply slip attached and return it to the school as soon as possible, but not later than noon on Tuesday 22<sup>nd</sup> November 2011, together with a supporting statement of no more than 100 words outlining why you want to become a Parent Governor.

We are not especially looking for any particular expertise however, common sense and a willingness to give some of your time are the important requirements, but if you have specialist knowledge or relevant experience, do please mention it in your statement. Most important is commitment to the School and a desire to contribute to the success of all our students.

If we have two candidates, they will automatically become Parent Governors. If there are more than two, an election will be held and all parents will be sent a voting paper together with the supporting statements that have been received. These will need to be returned by noon Tuesday 6<sup>th</sup> December 2011.

The work of our governors is very important to the school in key areas such as oversight and development of the ethos and curriculum of the school; well-being of pupils; staff employment and use of resources.

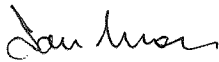
Heathcote Governing Body generally meets on Monday evenings. Full meetings of the Governing Body take place about four times a year at 7.30pm. Most Governors also serve on one of the Committees that meet once a term and report to a Full GB meeting towards the end of the term.

We hope you will also be able to visit the school occasionally during the day and perhaps help in the oversight of an area of the curriculum.

There are some circumstances in which you are not able to be appointed as a governor and I enclose a note of these.

Governors may also be subject to a Criminal Records Bureau (CRB) check under the Police Act 1997, Part V and will be checked against the DfES list 99 of people who are not permitted to work with children.

Yours sincerely,



Ian Moyes  
**Chair of Governors**

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**Please return this slip to the school before Noon on Tuesday 22<sup>nd</sup> November 2011**

I wish to stand as a candidate for election as parent governor at Heathcote School.

First name: .....

Family Name (Mr/Mrs/Ms etc.): .....

Signed: .....

Home Address: .....

These details will appear on the ballot paper sent to parents.

**Remember** to include your statement (no more than 100 words) saying why you want to become a school governor.

## ELIGIBILITY

**A governor must be aged 18 or over at the time of their election or appointment and cannot be a registered pupil at the school. A person cannot hold more than one governorship at the same school. A person is disqualified from holding or from continuing to hold office as a governor or associate member if he or she:**

- Is detained under the Mental Health Act 1983 during their period of office;
- Fails to attend the governing body meetings – without the consent of the governing body – for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex-officio governors);
- Is subject to a bankruptcy restriction order or an interim order;
- Has had their estate sequestrated and the sequestration order has not been discharged, annulled or reduced;
- Is subject to:
  - a disqualification order or disqualification undertaking under the Company Directors 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
  - an order made under section 492(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 Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of any body;
- Is included in the list of people considered by the Secretary of State as unsuitable to work with children;
- Is disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002;
- Is disqualified from registration for childminding or providing day care;
- Is disqualified from registration under Part 3 of the Childcare Act 2006;
- Has received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (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-and-a-half 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 to allow an application to the Criminal Records Bureau for a criminal records certificate.