

21<sup>st</sup> October 2016

**Hannah Clayton,  
parent and Chair of  
Governors**

'I really enjoy being a governor at Canonbury. It is brilliant way to get involved, influence and contribute to the school achieving its ambitions for every child. I've also learned a huge amount and the governors are brilliant!

Dear Parents and Carers,

## **PARENT GOVERNOR VACANCIES**

We have a vacancy for three parent governors.

Our vision, formed after consultation with parents, children and staff, describes Canonbury as a school where

“children, staff and parents work together to create a safe and supportive environment where every child can thrive in their work and play. We aim high, striving for every child to achieve more than they thought possible.”

Would you like to support us in realising our vision?

One of the most significant ways you can help is by volunteering to be a parent governor. Governors contribute to strategic decision making and can add different perspectives to school matters. We hope that parents from all the many communities in the school would be interested in standing.

### **The governing body's main tasks are**

- to ensure that pupils receive high quality education
- to plan for future development and improvement
- to support the school.

### **What can you offer as a parent governor?**

- Enthusiasm, time and commitment.
- Awareness of what is important to people in the community
- Common sense
- Wanting to make a difference and being open to change
- Professional skills and experience are helpful, although not a requirement

### **Who can stand for election ?**

Anyone who has parental responsibility for a pupil on the school roll at the time of the election can

- stand for election
- nominate someone for election
- vote in the election.

The Nomination Form and Timeline for the election process are attached to this letter.

We feel sure that there are parents throughout our community prepared to take on this important role and give their time and commitment to helping us to continue to improve the school's performance.

Yours sincerely

*Patrick Mildren*

Headteacher

## Becoming a School Governor at Canonbury

### BACKGROUND

School governors represent the largest volunteer force in the country with approximately 1% of the adult population serving in this capacity at any one time. The governing body of Canonbury has 16 governor positions of which 6 are for parent governors. Parent governors are elected by their fellow parents and are vital to a governing body because they ensure that the other governors are kept in touch with the concerns and issues of most importance to our parents.

### CHARACTERISTICS AND ROLE OF SCHOOL GOVERNORS

Governors are people who wish to make a positive contribution to the school and the education of its children. They will contribute to the effective day-to-day running of the school and have an effective input toward the educational achievements of its pupils.

A governing body's overriding responsibility is to work in partnership with the head teacher to promote continuous improvement in the performance of the school. This involves the establishment of a development plan, the setting of challenging but achievable targets and the interpretation of information to assess progress and determine appropriate action. Typically, a governor's duties will average at around 6 hours of spare time each month. Aligned to its improvement role, the governing body is there to be a 'critical friend' who can provide the right balance between supporting and challenging the performance of both the head teacher and the school.

### TRAINING AND SUPPORT

Islington values the voluntary contribution of its governors and in return aims to provide a high-quality training and support service. Governors are able to access this support in a variety of ways including training courses and a termly briefing which is sent to all school governors to keep them informed of developments in education policy and current best practice. All new governors are expected to attend the DFE Induction Programme during their first year.

### BECOMING A PARENT GOVERNOR

Being a parent governor can be stimulating, enjoyable and rewarding. If you have the enthusiasm and desire to be come closely involved in the running of the school, then please consider putting yourself forward for vacancies that arise. Parent Governors are an important component in achieving an effective and well-balanced governing body.

You are welcome to contact Patrick Mildren, Headteacher, about becoming a governor on 020 7226 5020 or by emailing patrick.mildren@canonburyi.islington.sch.uk

**NOMINATION FORM**

Election of a parent governor for Canonbury School on 1<sup>st</sup> December 2016

**Full name of NOMINEE (BLOCK CAPITALS):**

**ADDRESS and POSTCODE:**

**Parent of:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Full name of PROPOSER (BLOCK CAPITALS) if not proposing self:**

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

**Parent of:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Please include a few details about yourself and the reasons why you wish to become a parent governor (between 50-100 words):**

**All candidates, please ensure that you have read and signed the declaration of eligibility overleaf.**

**THIS FORM MUST BE RETURNED TO THE SCHOOL OFFICE BY FRIDAY, 11<sup>TH</sup> NOVEMBER 2016**

**DECLARATION OF ELIGIBILITY  
TO SERVE ON A SCHOOL GOVERNING BODY**

In some circumstances, a person is disqualified from holding or continuing to hold office as a school governor. A person may not be a governor:

- if already holding a governorship at Canonbury School;
- if under 18 years of age.

**Also, people who**

- can be compulsorily detained under the Mental Health Act 1983;
- are bankrupt or disqualified, or are subject to a disqualification undertaking, under the Company Directors Disqualification Act;
- are subject to a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989, or disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002;
- are subject to an order made under section 429(2)(b) of the Insolvency Act 1986;
- have been removed from a charity trusteeship by the Charity Commissioners or High Court on the grounds of misconduct or mismanagement;
- are included in the list of teachers or workers prohibited or restricted from working with children or young persons (currently named List 99);
- when screened by the Criminal Records Bureau are found to have a conviction which would result in them being unsuitable for working with children;
- have been disqualified from being an independent school proprietor, teacher or employee in any school by an Independent Schools Tribunal or the Secretary of State;
- have in the previous five years (or since becoming a governor) been sentenced to three months or more in prison (whether this was suspended or not) without the option of a fine;
- have in the previous 20 years been sentenced to imprisonment for two and a half years or more;
- have at any time been sentenced to imprisonment for five years or more;
- have 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

**may not serve as governors.**

**Would you please confirm that you are willing and eligible to stand by signing the declaration below.**

**I declare that I am the parent or guardian of a pupil registered at the school and am not disqualified from serving on a school governing body. If I become disqualified I will give notice of the fact the clerk to the governing body.**

**I will agree to a Disclosure and Barring Service (DBS) check.**

**Signed: \_\_\_\_\_**

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

## TIMETABLE FOR GOVERNOR ELECTIONS

<p><b>DAY 1</b> Friday, 21<sup>st</sup> October</p>	<p>Nomination forms and explanatory letter detailing election timetable and process to be sent out. <i>(Post 1<sup>st</sup> class to parents of absent pupils if pupil post used.)</i></p>
<p><b>DAY 10</b> Friday, 11<sup>th</sup> November</p>	<p>Closing date for return of nominations to school.</p>
<p><b>DAY 13</b> Wednesday, 16<sup>th</sup> November</p>	<p>Ballot papers and election statements to be sent to all parents. <i>(Post 1<sup>st</sup> class to parents of absent pupils if pupil post used.)</i></p>
<p><b>12 noon, DAY 25</b> Wednesday, 30<sup>th</sup> November</p>	<p>Date for return of ballot papers.</p>
<p><b>By 4.00pm DAY 26</b> Thursday, 1<sup>st</sup> December</p>	<p>Counting of ballot papers as soon as possible after voting closed. (Candidates and independent scrutineer invited to attend.)  All candidates informed of the outcome that same day</p>
<p><b>By DAY 30</b> Tuesday, 6<sup>th</sup> December</p>	<p>Notification to clerk of governors of election results, (model 6) together with signed declarations of eligibility.(model 4)</p>