The Duke of Norfolk CE Primary School

'From tiny acorns, great forests grow'

Nomination letter

Dear Parent/Carer

I am writing to you to invite you to stand for election as a parent governor or to nominate another parent to do so. We currently have one vacancy, and the term of office is four *years.*

The role of the governing board

Governing boards work together to:

- develop a vision and strategy for the school
- oversee financial performance and make sure money is well spent
- hold the headteacher to account for the educational performance of the school
- engage with pupils, staff, parents and the wider school community to understand their views

Who can stand for election?

To be able to volunteer, you need to be a parent, carer (or someone who has parental responsibility) for a child at the school. You do not need any specific qualifications. The enclosed sheet summarises the circumstances under which someone cannot serve as a parent governor.

To fulfil the role, you will need to:

- attend regular meetings (around *6* each year)
- visit the school occasionally
- do some background reading
- take part in induction training and ongoing development (which will be provided for you)

Every governing board needs a balance and diversity of knowledge, skills and experience. The governing board would welcome applications from:

- individuals with strengths in implementation. Can you take an idea and turn it into a reality? Those with a strength in Influencing and marketing would also help. Are you good at selling the team to a broad audience? If you are someone with the required experience, would you consider applying?

How to apply

If you would like to apply, please complete the enclosed nomination form and return it to the Clerk to Governors via the school office by noon on Friday 23rd October May 2026. If you are putting someone else forward for nomination, please make sure they are happy for you to do so.

If there are more nominations than vacancies, we will conduct a secret ballot. If that is necessary, voting papers and instructions will be sent to all parents and carers.

Yours faithfully

Returning Officer

Eligibility and disqualifications to serve as a maintained school parent governor:

A governor must be aged 18 or over at the time of their election or appointment and cannot hold more than one governorship at the same school.

A person is disqualified from election or appointment as a parent governor if they:

- are employed at the school for more than 500 hours in any 12 consecutive months;
- are an elected member of the Local Authority.

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

- are a registered pupil at the school;
- have failed to attend governing body meetings at the school without the consent of the governing body, for a continuous period of six months;
- have been disqualified for failing to attend governing body meetings at the school without the consent of the governing body, for a continuous period of six months whilst serving as a foundation, local authority, co-opted or partnership governor at the school in the last 12 months;
- have had their estate sequestrated and the sequestration has not been discharged, annulled or reduced;
- are subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- are subject to:
    - a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
    - a disqualification order under the Companies Directors Disqualification (Northern Ireland) Order 2002
    - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
    - an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a county court administration order);
- have been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which they were responsible; or to which they were privy; or to which they contributed, or they facilitated by their conduct; or
- have been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body;

- are included in the list of people considered by the Secretary of State as unsuitable to work with children (under section 1 of the Protection of Children Act 1999);
- are subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);
- are subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008;
- are barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006;
- are disqualified from working with children under sections 28, 29, or 29A of the Criminal Justice and Court Services Act 2000;
- are disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care;
- are disqualified from registration under Part 3 of the Childcare Act 2006;
- have been convicted of any offence and received a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months (without the option of a fine) in the 5 years before or since becoming a governor;
- have been convicted of any offence and received a prison sentence of two and a half years or more in the 20 years before becoming a governor;
- have been convicted of any offence at any time and received a prison sentence of 5 years or more;
- have been convicted of an offence and sentenced to a fine under section 547 of EA 1996 (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992 (nuisance or disturbance on educational premise) during the 5 years prior to or since appointment or election as a governor;
- have refused a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997 for a criminal records certificate.

Nomination form

Election of: parent *governor* at *Duke of Norfolk CE Primary School*

Please complete this form in BLOCK CAPITALS

Nominee name: _____

Nominee contact details: _____

_____

Nominee personal statement (maximum 250 words):

_____

_____

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I confirm (i) that I am willing to stand for election as a parent governor and (ii) that I am not disqualified from holding office for any of the reasons set out in the qualifications and disqualifications sheet.

Nominee signature: _____

Date: _____

If you are proposing a candidate for nomination, please provide:

Proposer name and contact details: _____

_____

Completed nomination forms must be returned to the Clerk to Governors via the school office, by noon on Friday 23rd October 2026.