



Sandringham School

'Everybody can be Somebody'



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Headteacher: Alan Gray, M.Sc., F.R.S.A.
Deputy Headteacher: Caroline Creaby, BA, M.Ed., Ed.D.
Deputy Headteacher: Mark Nicholls, BA (Hons)

Letter No: 23/2022

4th October, 2022

Dear Parent/Carer

ELECTION OF PARENT GOVERNOR

Due to the expiration of the term of office of two of our parent governors on the Local Governing Board, the school is holding an election for two parent governor positions. This is a wonderful opportunity for someone to join the school's Local Governing Board and help shape the future of Sandringham. People of black, Asian and minority ethnic origin and those under 40 years of age are particularly encouraged to consider putting themselves forward as they are currently under-represented within the Local Governing Board.

One of the existing parent governors has confirmed they will be standing for re-election. If you would like to stand for election please complete and return the attached form to the school office by no later than 9.00am on Friday, 14th October 2022. You will need to ask another parent of a student at the school to sign the nomination form.

Please be aware that regulations require everyone elected or appointed to a governing body to undergo a pre-appointment check which includes a criminal background check. This is to comply with statutory safeguarding procedures. If you are elected and you subsequently decline to undergo such a check, you will disqualify yourself.

Governors are expected to attend up to 11 Full Local Governing Board meetings each academic year. Meetings commence at 5.30pm and the current cycle is that the meetings alternate between in person and virtual meetings. In addition, Governors are also expected to attend relevant training sessions from time to time, including induction training, and to carry out link governor visits in the school, attend the annual Governor Day, to take a lead role on at least one specific area of work, and to check their Sandringham email account each week.

Sandringham School is part of the Alban Academies Trust which requires a high level of support from its Local Governing Boards and I would hope that the parents who are elected will be prepared to give some considerable time to fulfilling their office – in the order of 8-10 hours a month.

Please give brief details about yourself (**not more than 80 words**) on the form. If an election is needed these details will be copied and sent to all parents with the ballot papers. **Please note that the 80 words limit will be strictly enforced. Any statement with more than 80 words will be returned to the candidate for amendment.**

The term of office for a parent governor is four years. If you are elected you may serve the full term of office even if your child leaves the school before your term of office finishes.

Only parents of children registered at the school are entitled to stand or vote in the election. A parent who is paid to work at the school for more than 500 hours in a school year may **not stand** for election.



Each parent will be sent one ballot paper regardless of how many children they have at the school, and each parent will have one vote per vacancy. The ballot will be secret and you will be notified of the result as soon as possible afterwards.

In most cases it will be obvious whether you are a parent. For the purpose of the election of a parent governor, a parent is:

- someone who has parental responsibility **or**
- someone who looks after the child on a day-to-day basis (but does not have “parental responsibility”)

A) a person has ‘parental responsibility’ if:-

- she is the child’s natural mother; **or**
- he is the child’s natural father and
- **either** was married to the mother on the day of the child’s birth or subsequently **or** has entered into a legal parental responsibility agreement with the mother
- **or** has been granted a residence order from the court directing the child will live with him
- **or** registered or re-registered the child's birth after 1 December 2003

B) or the child lives with that person as the result of a court order.

If you would like to apply, please complete the attached nomination form and return it to Lesley Dunkley, Clerk to the Governors (lesley.dunkley@sandringham.herts.sch.uk). If you are putting someone else forward for nomination, please make sure they are happy for you to do so. If you have any questions please contact myself or the Chair of Governors, Anna Cox (anna.cox@sandringham.herts.sch.uk).

Yours sincerely



Alan Gray
Headteacher



LECTION OF PARENT GOVERNOR
LOCAL GOVERNING BOARD SANDRINGHAM SCHOOL
NOMINATION FORM

Your name
(Mr/Mrs/Miss/Ms/Dr)

Address
.....

I have a child at the school and hereby nominate myself for election as a governor. I understand that if elected I will have to undergo a pre-appointment check and that I am not disqualified from holding office for any of the reasons set out in the qualifications and disqualifications sheet. Biographical details (**80 words maximum**) for circulation with the voting paper are given below.

Signature:

Seconded* by:
(Mr/Mrs/Miss/Ms/Dr)

Address:
.....

Signature

*The seconder must be a parent of a pupil at the school.

Biographical details (80 words maximum)

Completed nomination form must be returned to Lesley Dunkley, Clerk to the Governors
(lesley.dunkley@sandringham.herts.sch.uk) c/o the school office by: Friday, 14th October, 2022.

Qualifications and disqualifications to serve as a school governor:

A governor must be aged 18 or over at the time of his/her 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 s/he:

- is employed at the school for more than 500 hours in any 12 consecutive months;
- is 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 s/he:

- is a registered pupil at the school;
 - has failed to attend governing body meetings at the school without the consent of the governing body, for a continuous period of six months;
 - has 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;
 - has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced;
 - is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- is 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);
- has 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 s/he was responsible; or to which s/he was privy; or to which he contributed, or he facilitated by his conduct; or
- has 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;

- is 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);
- is 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);
- is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008;
- is barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006;
- is disqualified from working with children under sections 28, 29, or 29A of the Criminal Justice and Court Services Act 2000;
- is disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care;
- is disqualified from registration under Part 3 of the Childcare Act 2006;
- has 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;
- has 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;
- has been convicted of any offence at any time and received a prison sentence of 5 years or more;
- has 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;
- has 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.