

THE POLYGON SCHOOL

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Southampton

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Co-Headteachers: Mrs Anne Hendon-John & Ben Penfold

To all Parents and Carers,

Parent Governor Appointments

I am writing to you to invite you to stand for election as a parent governor, or nominate another parent to do so. On our governing board we have places for two parent governors and there are currently two vacancies.

Why become a governor?

Governors play a vital role in running the school. It is a great opportunity to get more involved in the school community, to see how the school works from the inside, and to build a stronger understanding of your child's educational experience. Volunteering for public service as a governor can help with developing skills in teamwork, listening and questioning, which are attractive to employers and boost a CV.

What do governors do?

The governing board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational and financial performance. The board is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils.

The role of a parent governor

As a parent governor, you will work with the board to ensure it effectively carries out the duties referred to above. You'll also play a vital role in ensuring that the board is connected with, and is aware of the views of, parents and the local community.

To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for children
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing body's work.

Expectations of governors

The role of the governing board is to support the strategic leadership of the schools. As a governor, you will be expected to:

- Attend meetings: you will attend full governing body meetings (six per year) and committee meetings (three or six depending on the committee), normally lasting

around two hours, with some time needed beforehand to read any papers. At present, the full governing board meetings are on Thursdays at 4pm at the school. Governors are encouraged to attend in person, but online attendance may be possible.

- Maintain confidentiality: there will be many discussions that are confidential that you will not be able to share with family and friends.
- Commit to training: training and support will be available to help you develop into the role. This will include in-house mentoring and support as well as access to external governor training. Much of this is now taking place virtually or through e-learning.
- Visit the school: school governors are required to visit the school at pre-arranged times, at least once per term. Visits usually last around two hours, and may involve talking to staff and pupils, observing lessons, or attending assemblies.

Who can be a parent governor?

- Nominations must be from parents or carers with children at the school on the day that nominations close.
- Governors are subject to Disclosure and Barring Service checks, and must meet the Qualification and Disqualification criteria set out in the School Constitution Regulations. These can be found below this letter. Before being appointed governors must sign a declaration confirming that they meet these criteria.

If you would like to stand for election please complete the nomination form either on paper or on the Google form, and return it to the Clerk to the Governing Board no later than Friday 24 February 2023, either electronically (governors@polygon.southampton.sch.uk) or via the school office. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent.

If there are more nominations than vacancies, the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Yours faithfully,

Ben Penfold

Headteacher (Operational)

Summary of Disqualification Regulations

Southampton City Council welcomes application regardless of age, gender, age, disability, sexual orientation, race, religion and belief.

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 being a parent governor if they are an elected member of the LA or paid to work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in any consecutive twelve month period at the time of election or appointment.

Please read the criteria below and confirm that you are not disqualified from serving as a school governor because of these criteria.

- is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions order; debt relief restrictions order; an interim debt relief restrictions order; or their estate has been sequestered and the sequestration has not been discharged, annulled or reduced;
- is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986; a disqualification order under the Companies (Northern Ireland) Order 2002; 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)
- has been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body.
- has been removed from office as an elected governor within the last five years.
- is included in the list of people considered by the Secretary of State as unsuitable to work with children or young people
- is barred from any regulated activity relating to children
- is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008
- is disqualified from working with children or from registering for child-minding or providing day care

- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (without the option of a fine) in the five years ending with the date preceding the date of appointment/election as a governor or since becoming a governor
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of two and a half years or more in the 20 years ending with the date preceding the date of appointment/election as a governor
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more
- has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years ending with the date immediately preceding appointment/election or since appointment or election as a governor
- refuses a request by the clerk to make an application to the Disclosure And Barring Service for a criminal records certificate.

Anyone proposed or serving as a governor who is disqualified for one of these reasons must notify the clerk to the governing body.

Parent Governor Nomination Form

Candidate name:	
Candidate address:	
Candidate statement:	(Your statement may be up to 250 words. It is suggested that this includes your reasons for applying, and any relevant skills and experience)

I confirm that I am a parent or carer of a registered pupil at the school and am not:

- An elected member of the local authority
- Paid to work in the school for more than 500 hours in any consecutive 12-month period at the time of election

I have read the criteria above and can confirm that I am not disqualified from serving as a school governor.

Signed: _____ **Date:** _____