



# Backwell School

A National Teaching School

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Headteacher: Jon Nunes MA

16 October 2020

Dear Parent or Carer

## Election of Parent Governor

This school's governing body currently includes five parent governors elected by parents. One of our parent governors, Mrs Mary Short, came to the end of her term of office last term, so there is therefore a parent governor vacancy to fill, for which an election is necessary.

As the parent or carer of a student at the school, you have the right to propose a candidate or to stand as a candidate yourself and to vote in any resulting election. The governing body would particularly welcome someone with a finance background, but the most important attribute is a commitment to the school and its students.

If you wish to stand for election as a Parent Governor, it is necessary for you to be proposed by a parent/guardian of a pupil registered at the School and for the nomination to be seconded by another parent/guardian of a pupil registered at the School. The proposer and seconder should indicate their support for your candidature by signing the attached Nomination Form. Candidates should submit a description of themselves no longer than 100 words. This will be included on the voting information if an election is necessary. Nominations should be submitted using the form attached, which should be printed off, completed and returned to the Headteacher, as Returning Officer, not later than **midday on Monday 2 November 2020**.

If there is only one candidate, they will be declared elected and we will let you know the result on the website and the Friday Bulletin. If there is more than one candidate, we will hold an election by secret ballot. If a ballot is required we plan to hold this online due to Covid-19 restrictions. In the event anyone is unable to access online voting, a paper copy of this letter and voting papers can be made available on request.

A paper giving further details of these arrangements is available for inspection. Any query concerning the arrangements should be directed to me or the Headteacher. Please note that no-one may serve on more than two governing bodies at the same time.

The period of office is four years, even if your child leaves the school during this time. A complete list of governors is given overleaf. More details about the role of a governor and meeting arrangements can be found in the attached document, 'Role of the School Governor'. If you would like to know more about what is involved in being a governor please telephone me and I can either help or put you in touch with one or more current governors.

Qualifications and Disqualifications to serve as an Academy Governor are detailed in the attachment for your information.

Yours sincerely

Helen Sparling  
Clerk to the Governors

## GOVERNORS AS AT 16 OCTOBER 2020

Elected by parents: Mrs Tania Doe, Mr Tim Seal, Mrs Alexandra Sermon,  
Mrs Lorraine Wakeford.

Elected by staff: Mr Darran Lewis, Mrs Clara Mason Mr Richard Willcox.

Appointed by the governing body: Mrs Fiona Harper, Mr Charles Hatcher, Mrs Amanda Hayden,  
Mrs Sarah Henderson, Mr Huw Parker, Mrs Jacci Ramplin.

Headteacher: Mr Jon Nunes.

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## NOMINATION FOR PARENT GOVERNOR ELECTION October 2020

To be returned to the Headteacher by midday on **Monday 2 November 2020**.

	Name	Address	Child(ren) at school	Signature
Candidate				
Proposer				
Seconder				

**Candidates are asked to attach a description of themselves, using not more than 100 words, to be circulated to parents if a ballot is necessary or if elected unopposed.**



## BACKWELL SCHOOL - THE ROLE OF THE SCHOOL GOVERNOR

### Introduction

The role of school governors is absolutely vital. School governors form the largest voluntary force in the country and the influence they have over the development of children's education is immense. The governors have delegated responsibility from the Lighthouse Schools Partnership Trust Board for a great many aspects of school life and particularly the strategic direction of the school.

### Core Functions

In all schools, governing bodies should have a strong focus on three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.

For further information on the role of the Governor visit <http://www.inspiringgovernors.org/> and <http://www.nga.org.uk/>

### Governance at Backwell School

- **Governors' Meetings**

Local Governing Body meetings take place seven times a year on a Wednesday evening. Meetings start at 7.00 pm and last about two and a half hours. In addition, small sub-groups are formed when necessary to look at issues in detail and feedback to the main committee. All meetings are held via MS Teams during the current Covid-19 pandemic.

- **Links with Departments**

It is important for governors to maintain strong links not only with the Headteacher and the Clerk to Governors, but also that the teaching teams feel that they have a voice - governors are expected to work with departments, visiting lessons (in an observational capacity), attending department meetings and discussing issues with Heads of Department. This might only be once or twice a year but the contact is appreciated by staff and helps governors to understand the issues within the school and within the classroom itself.

### Skills needed to be an effective Governor

An effective governing body has a broad range of skills and Backwell is no exception. A background in the education sector is not vital, experience in HR, Health & Safety, marketing and strategic management would complement the current skill set.

### Induction and training

Every new governor at Backwell School is assigned a mentor. Training courses are provided by the Lighthouse Schools Partnership multi-academy trust on a wide variety of governing matters and online training is also available from the National Governors Association.

### Summary

In summary, the work of the governors in schools is crucial. Every new governor joining the governing body brings a valid perspective. We hope to have a governing body which contains people from a range of professional, skills and community backgrounds. It is vital that the governing body is broadly representative. At Backwell, debate in full committee and in the sub groups is friendly, open and constructive. The governing body work with the school, in support of the school, but also set a high standard of expectation and ambition which helps to drive forward the work of the senior staff and create a bright future for our students.

**September 2020**



## **ACADEMIES: QUALIFICATIONS & DISQUALIFICATIONS TO SERVE AS AN ACADEMY GOVERNOR**

A person must be aged 18 or over at the date of their election or appointment. No current pupil of the academy/one of the academies in the trust shall be a trustee.

A person shall be disqualified from holding office or continuing to hold office as trustee/local committee member if:

- s/he becomes incapable by reason of illness or injury of managing or administering his own affairs;
- s/he is absent without the permission of the trustees from all their meetings held within a period of six months, and the trustees resolve that his office be vacated;
- s/he has been declared bankrupt and/or his estate has been seized from his possession for the benefit of his creditors and the declaration or seizure has not been discharged, annulled or reduced; or
- s/he is the subject of a bankruptcy restrictions order or an interim order;
- s/he is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986; or
- s/he is subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- s/he ceases to be a trustee by virtue of any provision in the Companies Act 2006;
- s/he is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision); or
- s/he is otherwise found to be unsuitable by the Secretary of State;
- s/he has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible; or to which he was privy; or which he, by his conduct, contributed to or facilitated;
- s/he has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011;
- s/he has not provided to the chairman of the trustees a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997.