



# Biddenham

International School & Sports College

Principal: Mr David Bailey

Head of School: Ms Eleanor Grylls

December 2020

Dear Parent/Carer

I am writing to invite parents, guardians and carers of registered pupils at Biddenham International School and Sports College to put their names forward for election to serve as parent governors.

The governing board of our school is made up of parents, staff, and other members of the community. The governors, along with the Principal, are responsible for a wide range of matters affecting the life of the school and the work of the pupils.

Parents may be interested in the overall governing board and how it is made up. There are:

- A Local Authority Governor nominated by Bedford Borough and appointed by the governing board
- Parent Governors, elected by Parents and Carers
- Staff Governor, elected by Staff
- Co-opted governors appointed by the Governing Board
- Partnership Governors, nominated by the local community and appointed by the governing board
- The Principal is a governor by virtue of their office.

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. It is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils. We know that parents are interested in the education of their children and share the school's commitment to ensuring the best possible education and opportunities for all our pupils. One of the best ways to pursue this interest and commitment is to volunteer to become a parent governor.

There are currently **two** vacancies for parent governors, and we hope that parents will feel encouraged to put themselves forward.

As a parent governor, you'll 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
- The specific skills required to ensure the governing board delivers effective governance

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**Biddenham Turn, Biddenham, Bedford, MK40 4AZ**

**Tel: 01234 342521**

**Fax: 01234 334530**

**Email: [enquiries@biddenham.beds.sch.uk](mailto:enquiries@biddenham.beds.sch.uk)**

**Website: [biddenham.beds.sch.uk](http://biddenham.beds.sch.uk)**

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 work of the governing board. Training is available for all governors and this governing board has an expectation that those new to being a governor attend free induction training.

If you would like an informal chat about what being a governor means, please contact me at [david.bailey@mybiddenham.com](mailto:david.bailey@mybiddenham.com).

If you are interested in being a parent governor, please complete the attached self-nomination form and provide a short statement to be shared with all parents, saying something about yourself and why you would like to be a governor.

Completed nomination forms and statements should be sent to me at the school by Monday 18<sup>th</sup> January 2021.

If we receive more nominations than there are vacancies, then a secret ballot will be held. We will inform you closer to the time if we have to do this.

Unfortunately, there are a number of reasons why an individual may not be a parent governor and I have included with this letter a paper stating the reasons why this might be the case.

Yours sincerely

A handwritten signature in black ink, appearing to read 'David Bailey', with a long horizontal stroke extending to the right.

David Bailey  
Principal

**Self-Nomination Form for the Election of Parent Governors**

**Name of candidate:**

**Child(ren) in Year(s):**

**I am willing and eligible to stand as a parent governor at Biddenham International School and Sports College.**

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

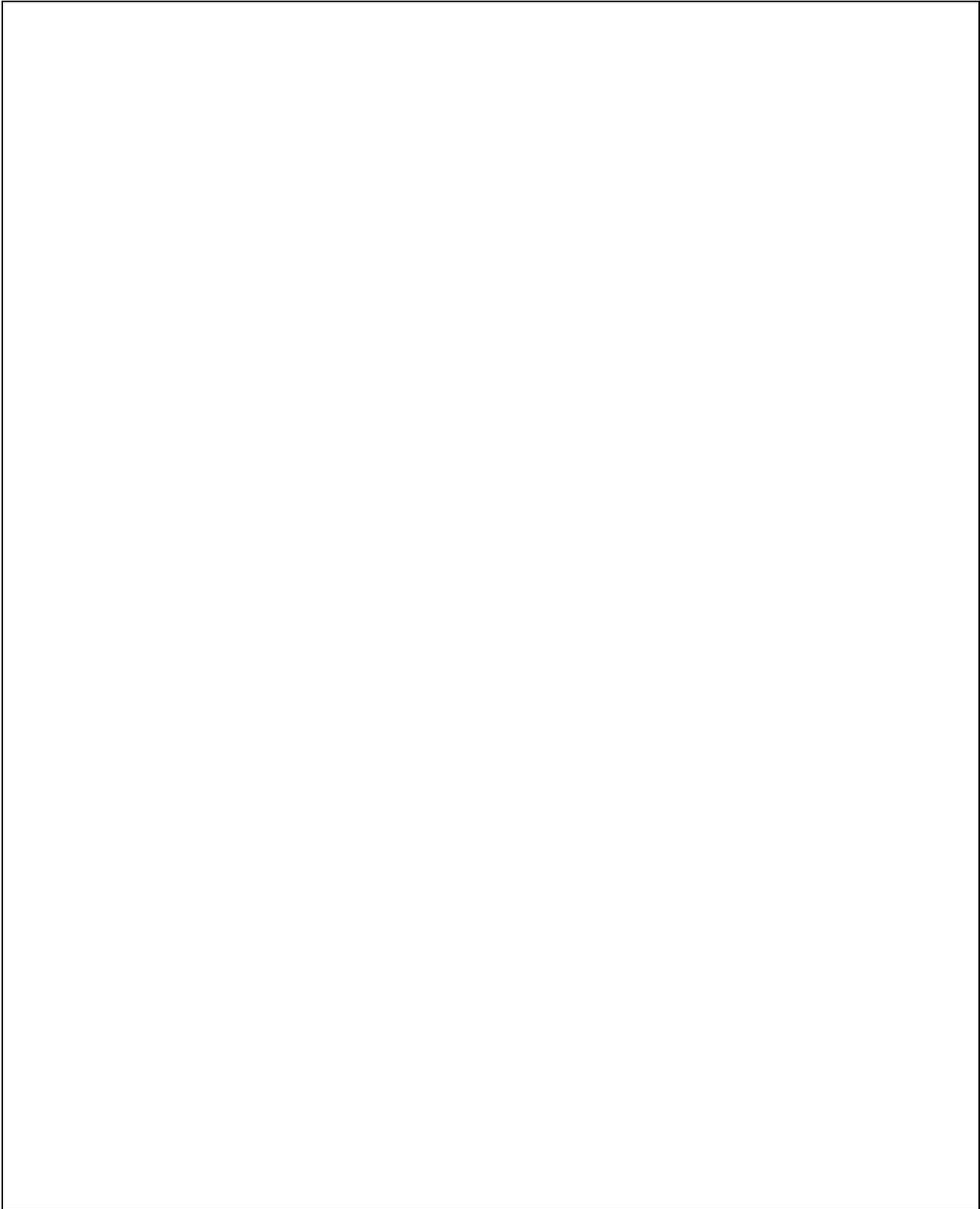
- **An elected member of the local authority**
- **Paid to work in the school for more 500 hours in any consecutive 12 month period**

**Signature .....**

**Date:**

**Why I would like to be a parent governor and the skills and experience I can bring to this role:**

(Please provide a short statement and continue on a separate sheet if required).



**Please return this form to the Returning Officer at the School by Monday 18<sup>th</sup> January 2021**

## **The School Governance (Constitution) (England) Regulations, 2012, SCHEDULE 4, Regulation 17.**

### **Qualifications and disqualifications (adapted from the Regulations stated above)**

#### **General**

**A person is disqualified from holding or from continuing to hold office as a governor of a school at any time if:**

- A person is a registered pupil at the school.
- A person is aged under 18 on the date of appointment.
- A person is already a governor in another category at the same school.

#### **Failure to attend meetings**

**A person is disqualified from holding or from continuing to hold office as a governor of a school at any time if:**

- A governor who, without the consent of the governing board, has failed to attend their meetings for a continuous period of six months beginning with the date of the first such meeting the governor fails to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school. This paragraph applies to every governor, other than governors who are governors by virtue of the office that they hold.
- Foundation, local authority, co-opted or partnership governors disqualified for non-attendance cannot stand for election, nomination or appointment as a governor of any category at that school for twelve months starting on the date on which they are disqualified.

#### **Bankruptcy**

**A person is disqualified from holding or from continuing to hold office as a governor of a school at any time if:**

- the person's estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
- the person is the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order(a), a debt relief restrictions order or an interim debt relief restrictions order(b).

#### **Disqualification of company directors**

**A person is disqualified from holding or from continuing to hold office as a governor of a school at any time if:**

- a person is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986;
- a person is subject to a disqualification order under the Company Directors Disqualification (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).

### **Disqualification of charity trustees**

**A person is disqualified from holding or from continuing to hold office as a governor of a school if:**

- a person has been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity
- the person 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.

### **Persons whose employment is prohibited or restricted**

**A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when the person is:**

- included in the list kept under section 1 of the Protection of Children Act 1999 (list of those considered by the Secretary of State as unsuitable to work with children);
- subject to a direction of the Secretary of State under section 142 of EA 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);
- barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006;
- disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000;
- disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010(e) for child minding or providing day care; or
- disqualified from registration under Part 3 of the Childcare Act 2006.

### **Criminal convictions**

**A person is disqualified from holding, or continuing to hold, office as a governor if:**

- within the period of five years ending with the date immediately preceding the date on which person's appointment or election as governor would have taken effect or became a governor by virtue of an office, the person has been convicted, whether in the United Kingdom or elsewhere, of any offence and a sentence of imprisonment (whether suspended or not) has been imposed on the person for a period of not less than three months without the option of a fine.
- if within the period of 20 years ending with the date immediately preceding the date on which the appointment or election as governor would have taken effect or become a governor by virtue of an office, the person has been convicted of any offence and a sentence of imprisonment has been imposed for a period of not less than two and a half years.

- If a person has at any time been convicted of any offence and a sentence of imprisonment has been imposed on the person for a period of not less than five years.
- If a person been convicted for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor and has been sentenced to a fine;

**Refusal to make an application for a criminal records certificate**

A person is disqualified from holding or continuing to hold office as a governor at any time when the person refuses a request by the clerk to the governing board to make an application under section 113B of the Police Act 1997 for a criminal records certificate.

**I HAVE READ THE DISQUALIFICATION CRITERIA AND DECLARE THAT I AM NOT DISQUALIFIED FROM SERVING AS A SCHOOL GOVERNOR**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Notification to Clerk**

If a person finds they are disqualified under any of the above criteria, the person must give notice of that fact to the Clerk to the Governing Board.