



HAMPSTEAD SCHOOL

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September 2017
Date as Postmark

Dear Parents & Carers

HAMPSTEAD SCHOOL PARENT GOVERNOR ELECTION

I am writing to you to invite you to stand for election as a parent governor, or nominate another parent to do so. At Hampstead School we have provision for four (4) parent governors and two (2) vacancies will arise in the first half of the autumn term.

The Governing Body with the Head has overall responsibility for the running of the school. Governing bodies have three core strategic functions:

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

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. However, we would particularly welcome nominations from parents with the time and dedication to deliver to these responsibilities. Financial skills would also be a tremendous help. Training is available for all governors and the governing body has an expectation that those new to being a governor attend free induction training.

The enclosed nomination form summarises the circumstances under which someone cannot serve as a governor. In addition, parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in these elections. Nominations must be from parents or carers with children at the school on the day that nominations close.

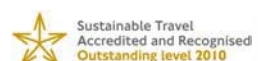
If you would like to stand for election please complete the enclosed nomination form and return it to the school no later than **21 September 2017**. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted, but if you are nominating another parent please seek their prior consent.



Head: Jacques Szemalikowski MA BSc(Hons) NPQH CPhys MInstP
Hampstead School, Westbere Road, London NW2 3RT



T: 020 7794 8133 **F:** 020 7435 8260 **E:** enquiries@hampsteadschool.org.uk **www:** hampsteadschool.org.uk



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 or carers, together with details of the ballot procedure.

If you would like to speak to one of the parent governors about being a governor, please get in touch with the Election Officer.

If you are not sure you are eligible to take part, or if you have any other questions about the election, get in touch with the Election Officer.

Yours sincerely

Margaret Johnson

Margaret Johnson
Election Officer

Enc. Nomination Form



GOVERNING BODY CODE OF CONDUCT FOR GOVERNORS

The governing body has adopted the following principles and procedures:

Commitment

1. We recognise that being a governor requires the commitment of significant amounts of time and energy
2. We will be active and involved members of the governing body.
 - We acknowledge that the Governing Body meets twice a term and that it is crucial that we attend regularly, particularly because Governing Body meetings must be quorate to proceed. If, exceptionally, we are unable to attend a meeting we will send our apologies in advance, explaining why we are unable to attend the meeting. The Governing Body will decide whether or not to accept our apology and in doing so will consider our attendance record at governing body meetings and committees, the reasons offered and the notice given (Governance Handbook- *January 2017; (Section 4.1.2 Conduct, paragraphs 11 and 12 and 4.1.4, paragraph 21)* and The School Governance (Constitution) (England) Regulations 2012 – Schedule 4 – *Qualifications and disqualifications*)
 - We agree that if we are unable to regularly attend Governing Body meetings we will not be able to play a full role as a governor. If our personal circumstances mean we are unable to regularly attend Governing Body meetings we will explore other ways of supporting the school, including seeking an associate governor role.
 - We will share responsibility with our fellow governors. This includes serving on committees and/or working groups. We agree that we will strive to play an active role on at least one committee (including volunteering to act as chair or vice chair) within a year of gaining office.
 - We will strive to respond to requests and queries which are sent to governors by our clerk within a timely fashion.
3. We will get to know the school well and respond to opportunities to involve ourselves in school activities. This includes attending Governors' days and other events.
4. We will take responsibility for our own learning and development as a governor. This means that we will attend the Governors' training and induction programme provided by Camden Learning and complete the induction programme within two years. We will complete any mandatory training and also complete other training in a timely fashion.
5. We will prepare for meetings by reading paperwork in advance.

Confidentiality

1. We will observe complete confidentiality when required to do so by the governing body, especially regarding matters concerning individual staff or students. We will hand confidential papers to our clerk at the end of each meeting.
2. We will not divulge information about members of staff or pupils

Conduct

1. We will work as a member of the team at all times.

2. We will encourage the open expression of views at meetings, but accept collective responsibility for all decisions made by the governing body or its delegated agents. This means we will not speak out *against* majority decisions in public outside the governing body
3. We will only seek to act on behalf of the governing body when we have been specifically authorised to do so
4. We will exercise great care if a discussion of a potentially contentious issue about the school arises outside the governing body
5. We will declare an interest if an item under discussion at any full or committee meeting of governors impinges upon our personal, family or financial situation
6. If we have a child or children at the school we acknowledge that we will need to take particular care not to use our position as a governor inappropriately.
7. In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing body
8. Our visits to school will follow the code of practice for visits established by the governing body and agreed with the Head
9. We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school
10. We will seek to develop effective working relationships with the head, staff and parents, the LA and other relevant agencies and the community

General

1. We are responsible for determining, monitoring and keeping under review the broad policies, plans and procedures of the school
2. We recognise that the Head is responsible for the implementation of policy, day-to-day management of the school and the implementation of the curriculum
3. We accept that all governors have equal status and, although appointed by different groups, our overriding concern will be the welfare of the school as a whole
4. We have no legal authority to act individually, except when the governing body has given us delegated authority to do so
5. We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer
6. We will encourage open government and will act appropriately
7. We will consider carefully how our decisions may affect other schools



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PARENT GOVERNOR – NOMINATION FORM

Candidate for election as a Parent Governor:

SECTION 1: Personal Details

SURNAME:	
OTHER NAME(S):	TITLE: Miss/Ms/Mrs/Mr
CORRESPONDENCE ADDRESS:	
POST CODE:	
HOME TEL. NO.	WORK TEL. NO.
MOBILE TEL. NO.	EMAIL:

SECTION 2: Candidate Statement

Explain why you are interested in becoming a Parent Governor. Please include details of any relevant skills and experience you have gained inside or outside paid work, community work, voluntary work etc.

Please use a separate sheet

MAX 250 Words

SECTION 3:

Please confirm the name of your child and Year Group	NAME OF CHILD:
	YEAR GROUP:

SECTION 4: Declaration

I confirm that (i) that I am willing to stand as a candidate for election as a parent governor and (ii) **I am not disqualified from holding office for any reasons set out in the School Governance Regulations.**

I will **not** refuse a request by the Clerk to make an application to the Disclosure and Barring Service (DBS) for a DBS check.

Signature of Candidate: _____

Date: _____

PROPOSED BY:	SECONDED BY:
Parent/Carer's Name:	Parent/Carer's Name:
Name of Child:	Name of Child:
Year Group:	Year Group:
Signature _____	Signature: _____

Completed Forms should be returned meet the deadline date of 21 SEPTEMBER 2017	
To:	Election Officer Hampstead School Westbere Road London NW2 3RT Tel. 020 7794 8133
Email:	enquiries@hampsteadschool.org.uk

*Additional Nomination Forms can be downloaded from the school's website:
www.hampsteadschool.org.uk*



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SECTION 2: Candidate Statement

Please return by the deadline date: 21 September 2017

NAME: _____

NAME OF CHILD: _____



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 holding or continuing to hold office as a governor or associate member if he or she:

- is subject to a bankruptcy restriction order, an interim order, a debt relief restrictions order or an interim debt relief restrictions order;
- has had his/her estate sequestrated 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 Part 2 of the Companies (Northern Ireland) Order 1989
 - 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 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, or under section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned in the management or control of anybody
- is included in the list of teachers or workers 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 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
- has been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor
- has received a prison sentence of two years or more in the 20 years before becoming a governor
- has at any time received a prison sentence of five years or more
- has been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor
- refuses a request by the clerk to make an application to the Criminal Records Bureau 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.