



HAMPSTEAD SCHOOL

Learning together Achieving together

6 November 2020

Dear Parents & Carers

HAMPSTEAD SCHOOL PARENT GOVERNOR ELECTION

The Governing Body is responsible for maintaining the conduct of the school with a view to promoting high standards of educational achievement. It does this by building a thorough knowledge of the school and its community and by ensuring accountability and compliance.

One (1) parent governor vacancy has arisen on the Governing Body and you are invited to nominate parents to stand for election. There are 16 Governors, consisting of:

- the Head, a Governor as of right;
- 4 Parent Governors elected by the parents;
- 1 staff Governor elected by the staff;
- 1 Governor appointed by Camden Local Authority;
- 9 Co-opted Governors.

Apart from the Head, Governors serve for up to four (4) years

Governors do not need to be experts in the field of education. What they do need is an interest in the school and in the welfare of our children and the time and willingness to get involved. The skills you have can be very useful to the governing body.

Governors also need what are known as 'soft skills' – the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to question, and to make connections between different types of information.

The Governing Body of the school meets six times each year – twice in the autumn, spring and summer terms. In addition Governors are expected to have involvement with the Governing Body Committee structure (Site & Finance, Personnel, Curriculum & Assessment and Quality Assurance Committees). Full training in delivering the responsibilities on Governors will be available.

1 of 2 pages

Head: Matthew Sadler BA (Hons) PGCE, NPQH
Hampstead School, Westbere Road, London NW2 3RT

T: 020 7794 8133 E: enquiries@hampsteadschool.org.uk www.hampsteadschool.org.uk



If you wish to put your name forward for election please fill in the enclosed Nomination Form. You will need to have a proposer and a seconder who are parents/carers of students at the school. You are also encouraged to include a brief statement (no more than 250 words) saying who you are and why you wish to become a governor at Hampstead School. If there are more valid nominations than vacancies an election will be held. Voting Forms and Candidate Statements will be sent out with the voting papers.

Completed Nomination Forms must be returned to the Election Officer at the school to arrive no later than **Thursday 19 November 2020 at 1500**. You can return your signed and completed form by handing it in to reception, post or e-mail to enquiries@hampsteadschool.org.uk If returning via e-mail in the subject box please add 'Parent Governor Nomination'.

The rules about who can take part in the election are printed on the Nomination Form. You can download the nomination form from the school's website:

<https://www.hampsteadschool.org.uk/parents>

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 can take part, or if you have any other questions about the election, get in touch with the Election Officer.

Yours sincerely
Margaret Johnson
Election Officer



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: Parent Governors Only

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

SECTION 4: Declaration

I have read the guidance notes 'Are you eligible' overleaf and declare I am eligible.

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: _____

If you require any additional forms, you can download from the school's website: www.hampsteadschool.org.uk

*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
Thursday 19 NOVEMBER 2020**

**To: Election Officer
Hampstead School
Westbere Road
London NW2 3RT**

Tel. 020 7794 8133

Email: enquiries@hampsteadschool.org.uk

ARE YOU ELIGIBLE

For the purposes of this election parents are defined as:

“any individual who has or has had parental responsibility for, or cares or has cared for, a child or young person under the age of 18”

- natural parents of a child attending the school (whether or not living with the child);
- natural parents' partners living with the child;
- persons having legal or actual custody of the child (these could include grandparents or other relatives, foster parents, adoptive parents, legal guardians and the head of a children's home where the child is care).

A governor must be aged 18 or over at the time of his/her election 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 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 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 people considered by the Secretary of State as unsuitable to work with children or young people
- is disqualified from working with children or subject to a direction under section 142 of the Education Act 2002
- 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 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 received a prison sentence of 2 ½ years or more in the 20 years before becoming a governor
- has at any time received a prison sentence of 5 years or more
- .has been convicted under section 547 or EA 196 (nuisance or disturbance on school premises) or under section 58A 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
- is employed at the school for more than 500 hours per academic year if wishing to stand for parent governor at the same school
- is elected member of the Local Authority (applies to parent and community governors only)
- 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
- has been disqualified from holding office as a governor at this school due to failure to attend governing body meetings for a continuous period of 6 months

***Items marked with an asterisk are subject to GDPR regulations.**

Hampstead School will use this information to contact you regarding your nomination. The information will only be shared with members of the Governing Body, Clerk to Governing Body and for training purposes the Local Authority if elected as a parent governor.

Your information will be stored on the school's system if elected as a parent governor.

All unsuccessful nominations will be deleted or shredded.

SECTION 2: Further Information

Please return by the deadline date:

NAME: _____

NAME OF CHILD: _____