



Headteachers

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Deputy Headteachers

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NBe/ ASt

5 May 2026

Dear Parent/Carer

PARENT GOVERNOR VACANCIES

I am writing to inform you that there are currently vacancies for parent governors on our governing board. We warmly invite parents and carers to consider putting themselves forward for this role.

The governing board is responsible for providing strategic leadership, oversight and accountability for the school's educational and financial performance. The governing board does not manage the day-to-day running of the school. Instead, governors focus on providing constructive challenge, support, and oversight to help ensure the best possible outcomes for all children. As a parent governor, you would also be bringing an important parental perspective to the board.

Attached to this letter is a nomination form on which three parents/ carers who have children at the school can jointly nominate another parent/ carer for election as a Parent Governor. Certain conditions apply:

- No parent may nominate more candidates than there are vacancies.
- It is necessary for a Parent Governor to have a child at the school at the time that they are elected. (The child can be in any year group).
- Certain people are disqualified from being Governors and these are described on page 4 of this letter.
- School Governors are subject to enhanced DBS with barred list (formerly CRB) checks and Section 128 checks and cannot be appointed to office, even if elected, until such time as these have been undertaken and a satisfactory Disclosure received.
- The school also reserves the right to carry out further checks, including online searches, on prospective school Governors, in accordance with its safer recruitment procedures.

There is space on the nomination form for a statement of not more than 50 words by the person nominated in which they can give such details as they wish about themselves and their views. This statement would then be included on the voting paper should there be more nominations than there are vacancies available.

The term of office is initially for four years. **Your child does not need to be at the school for the duration of the four year term but you must have a child at the school at the time you are elected.**



We would like all parents to play as full a part as possible in their children's education and, therefore, it is hoped that you will consider putting yourself up for nomination or supporting another parent's nomination and that you will use your vote if there is an election. This is an opportunity to support your child's school and play an active part in its future development.

Please return nomination forms to the school, either via email on clerk@benjaminbritten.school , or via post/ in person at the address overleaf. Please mark your correspondence for the attention of Miss A. Stanley.

If you would like more information on the role, please email clerk@benjaminbritten.school

Yours faithfully

Mr Nic Bennett
Chair of Governors



BENJAMIN BRITTEN SCHOOL

ELECTION OF PARENT GOVERNOR NOMINATION FORM

Full name.....

Child's Name..... Year group.....

Address.....

I have a child at the school, am willing to serve if elected, and have been proposed for consideration for appointment as a Governor at the school by the three undersigned persons, who also have children at the school. A statement for inclusion in the voting paper, should an election be necessary, is given below.

Name and Address of Proposers

Signature of Proposers

Date

1.....

.....

2.....

.....

3.....

.....

STATEMENT (not more than 50 words)

I confirm that I have read the notes attached to this form and that I am not disqualified from appointment for any reason.

Signed.....Date.....

Please return this completed form to the school through the arrangements detailed in the letter.

ELECTION OF PARENT GOVERNORS - DISQUALIFICATION FROM MEMBERSHIP

This is set out in schedule 4 of The School Governance (Constitution) (England) Regulations 2012 and statutory guidance on these regulations.

- 1 No person under 18 years of age shall be appointed/elected as a Governor.
- 2 A person may not serve as a Governor of more than two schools.
- 3 Parent Governors cannot be:
 - Elected members of the local authority (LA)
 - Paid to work at the school for more than 500 hours in a year

Criteria for all Governors

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

- Are the subject of:
 - A bankruptcy restrictions order, or an interim bankruptcy restrictions order
 - A debt relief restrictions order, or an interim debt relief restrictions order
 - An undischarged sequestration
- Are disqualified from being a company director and/or a charity trustee
- Have been removed from office as an elected governor within the last 5 years
- Are included in the list of those unsuitable to work with children
- Are disqualified from working with children, barred from regulated activity and/or disqualified from registering for childminding or providing daycare
- Have been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a governor or since becoming a governor
- Have received a prison sentence of 2 and a half years or more in the 20 years before becoming a governor
- Have at any time received a prison sentence of 5 years or more
- Have been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a governor
- Refuse a request by the Headteachers' PA to make an application to the Disclosure and Barring Service (DBS) and Section 128 check.

Arrangements for Checking Criminal Convictions

The school has a duty to refer the details of persons newly appointed or elected as Governors of the school to the Disclosure and Barring Service (DBS).

Each new Governor will be required to complete an online DBS disclosure form. We will then complete and submit the form to the DBS for checking criminal records. Should the outcome of the check be unsatisfactory, no appointment will be made.