**** Arnbrook Primary School**

Parent Governor Nomination Form

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| **Completed nomination forms must be returned to the school by no later than:****12pm on Monday 4th March 2024**You are responsible for ensuring that your nomination form is received by the deadline. It may be:* emailed to the school office office@arnbrookprimary.net clearly marked **Parent Governor Election** in the subject line.
* delivered by hand in a sealed envelope clearly marked **Parent Governor Election**
* sent with a child registered at the school in a sealed envelope clearly marked **Parent Governor Election**
* sent by first class post in a sealed envelope clearly marked **Parent Governor Election**
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**Personal details**

Please enter your FULL name and contact details in BLOCK LETTERS below:

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| --- | --- |
| **Title:** Mr/Mrs/Miss/Ms |  |
| **First names:***(include all names)* | **Surname:** |
| **Address and postcode:** |  |
| **Email address:** |  |
| **Daytime telephone:**  | **Mobile:** |
| **Date of birth:** |  |

**Personal statement (maximum 250 words)**

In the event of an election being required, your personal statement will be shared with parents as part of the election process.

In the personal statement, you may wish to briefly set out:

* evidence of the extent to which you possess the skills and experience the governing board desires
* your commitment to undertake training to acquire or develop the skills needed to make an effective contribution to governance

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**Appointment checks**

Appointment as a governor will be subject to the satisfactory completion of the following statutory checks.

**Eligibility Criteria**

There are certain criteria that have to be met in order for you to be eligible to be appointed as a governor. These are set out in the attached information (*FORM ONE3-03 Eligibility Criteria*).

**Disclosure and Barring Service (DBS) checks**

The trust/school is legally obliged to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

If you are going to be involved in [regulated activity](https://schoolleaders.thekeysupport.com/uid/f6effbef-70b0-4ebc-92fc-e78d73bac356/)[[1]](#footnote-1), the DBS check will also include a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the ONE Academy Trust privacy notice.

**Do you have a DBS certificate?** ☐Yes ☐No Date of check:

Any convictions listed on a DBS check will be considered on a case-by-case basis.

*We will not ask for any criminal records information until we have received the results of a DBS check.*

**Have you lived or worked outside of the UK in the last 5 years?** ☐Yes ☐No

If you have lived or worked outside of the UK in the last 5 years the school/trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.

**Section 128 check**

The trust or school will carry out a section 128 check. A person issued with a section 128 direction under the Education and Skills Act 2008 is prohibited or restricted from taking part in the management of a school. This includes members, trustees, and governors on local governing bodies who have been delegated any management responsibilities.

**Right to work in the UK and other checks**

The trust or school will carry out checks to confirm your right to work in the UK, and any other checks deemed necessary where you have lived or worked outside of the UK.

**Conflicts of interest**

As part of the appointment process you will be required to declare any potential conflicts of interest and these will be published.

Declaration

**I wish to submit my nomination for the election of parent governor.**

I confirm:

1. that I am a parent or exercising parental responsibility of a registered pupil at the school
2. that I am willing to stand as a candidate for election as a parent governor
3. that I am not disqualified from holding office for any of the reasons set out in the Governor Eligibility Declaration
4. that in the event that I am appointed to the governing body, I will notify the clerk to the governing body immediately should I become disqualified during my term of office. I understand that it is an offence to serve as a school governor or trustee whilst disqualified

I understand that if a ballot is needed, my name and this personal statement will be copied and sent to the other parents at the school with the ballot papers.

I understand that, if elected, my appointment will be subject to:

* a signed declaration of eligibility and confirmation that I am not disqualified from serving as a governor
* an enhanced Data & Barring Service (DBS) check
* a Section 128 check to check whether I am banned from being involved in the management and governance of schools.
* proof of identity and the right to work in the UK.

I also understand that, if elected, I will be required to:

* abide by the Code of Conduct for governors
* complete and sign the Pecuniary Interests Form to identify if there are any potential conflicts of interest related to my appointment. I understand these details will be published.

I agree to the information on this form being recorded and processed by the ONE Academy Trust and the school for the purposes of my appointment and to comply with their legal obligations. (*You will find more information on how we use your personal data in our privacy notice which is available on our website* [*here*](https://www.willowsacademytrust.co.uk/privacy-notices-data-protection/)*).*

 Signature:

 Date:

1. *The definition of ‘regulated activity’ includes where individuals:*

	* *Are responsible, on a regular basis, for teaching, training, instructing, caring for or supervising children; or*
	* *Carry out paid, or unsupervised unpaid, work regularly where that work provides an opportunity for contact with children; or*
	* *Engage in intimate or personal care or overnight activity, even if this happens only once* [↑](#footnote-ref-1)