# Langley Grammar School crestLangley Grammar School

# Parent Governors - Information for potential candidates

**What does the Governing Board do?**

The Governing Board, with the headteacher, has overall responsibility for the running of the School, with three core strategic functions:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the leadership team to account for the educational performance of the school and its students, and the performance management of staff;
3. Overseeing the financial performance of the school and making sure its money is well spent

The Governing Board has a ***strategic role*** as opposed to operational role. This helps the Governing Board focus on its key responsibilities of setting strategic direction, supporting and challenging the headteacher and senior leaders, ensuring accountability and promoting school improvement through raising of standards and students’ achievement.

Langley Grammar School has academy status, and as such the governors have some additional responsibilities. They are directors of the academy trust, a company limited by guarantee which is the legal board responsible for the operation of the School; as the academy trust also has charitable status, they are trustees under charity law.

**Why are parents needed on the Governing Board?**

A governing board is made up from governors who are representative of the school’s community, the people who work in it, and also the wider public who pay for it and whose quality of life is affected by it.

Langley Grammar School has three categories of governors

* Parent governors, elected by parents of students registered at the school
* Community governors, appointed by the governing board to represent the local community
* Staff governors, elected by the staff employed at the school. The headteacher is also an ‘ex-officio’ governor by virtue of holding the post.

**And the role of a parent governor ...?**

The role of a parent governor is no different to that of the other governors. The governors from each category represent the interests of the various stakeholder groups. Parent governors represent the views and interests of the parent body as a whole and contribute to the workings of the Governing Board from that perspective.

No particular qualifications are needed to be a governor: the most important thing is to have a keen interest in the School and be prepared to play an active part in the governing board’s work. Training is available for all governors and this governing board has an expectation that governors attend free induction training and other relevant training sessions, either in person or online.

Parent governors must be able to take time to fulfil the role, including attending meetings and reading papers and other background information to be able to make fully informed decisions. Full Governing Board meetings take place 5 times a year. Governors are also required to serve on at least one of the sub-committees; these meet at least termly. Meetings of both committees and the full Governing Board are normally held in the late afternoon/early evening and last about 2 hours. Governors are also encouraged to visit the school occasionally during the school day.

**The Governor Recruitment Process**

There are **three stages** to the process of appointing a Parent Governor

1. All parents considering standing must attend a briefing meeting to learn more about the role of a governor and how the Governing Board operates, to ask questions and to have any concerns addressed. Parents who are currently serving as governors of Langley Grammar School and who are seeking re-election are not be required to attend this meeting.
2. Prospective candidates must then either be nominated or nominate themselves. They must return the nomination form by the stated deadline, and confirm they have attended the briefing meeting.
3. If there are more nominations received than there are vacancies to fill, an election will be held. This will be conducted using an online voting system, and each parent on the school’s database will have one vote for every parent governor vacancy.

**Am I eligible to stand as a parent governor?**

All parents, carers or those who have parental responsibility for a student currently at the school are eligible to stand as candidates. Any parent governor who is elected must have a child at the school at the time of the election; however they may continue to serve as a governor for their full 4 year term of office if they wish, even if the child leaves the school during that time. There are some criteria, outlined below, that exclude anybody from qualifying as a governor. Anyone wishing to stand as a governor must declare on the nomination form that these criteria do not apply.

**Disqualification from serving as a parent governor.**

A governor must be aged 18 or over at the time of their 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 they:

* become incapable by reason of illness or injury of managing or administering their own affairs;
* are absent without the permission of the Governing Board from all their meetings held within a period of six months, and the governors resolve that their office be vacated;
* have been declared bankrupt and/or their estate has been seized from their possession for the benefit of their creditors and the declaration or seizure has not been discharged, annulled or reduced;
* are the subject of a bankruptcy restrictions order or an interim order;
* are subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986;
* are subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
* ceases to be a governor by virtue of any provision in the Companies Act 2006;
* are disqualified from acting as a governor by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision);
* are otherwise found to be unsuitable by the Secretary of State
* have been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which they were responsible; or to which they were privy; or which they, by their conduct, contributed to or facilitated;
* have, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011;
* have not provided to the Chair of the Governing Board a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997;
* are an elected member of the Local Authority (applies to parent and community governors only).

**Langley Grammar School**

**Parent Governor Nomination**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Title | First name(s): | Surname/family name: | |
|  |  |  | |
| Address |  | | | |
| Email |  | | | |
| Telephone |  | | | |
| Child’s name |  | | Year group: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Previous service and current appointments  *Please list any previous experience as a school/academy governor or trustee; please also specify any other governor or trustee appointments currently held and when the terms of office will end.* | | | |
|  | | | |
| Personal Statement *(Maximum 150 words)*  *Please say briefly why you would like to become a parent governor, including the skills and qualities you could bring to the governing board* | | | |
|  | | | |
| **Declaration** | | | |
| I confirm that the information provided on this form is accurate, and that:   * I am a parent or legal guardian of a child currently at Langley Grammar School. * I am not disqualified from serving as a governor. * In the event that I am elected/appointed I will notify the clerk to the governing board immediately should I become disqualified during my term of office. * I have attended the briefing meeting for candidates held on **DATE.** *(Not applicable to nominees currently serving as a governor of Langley Grammar School).* | | | |
| Signature |  | Date: |  |

***Please ensure that the next page is completed by the person supporting your nomination.***

**Langley Grammar School**

**Parent Governor Endorsement**

Please ensure that the following endorsement is completed by the person supporting your nomination and returned with the nomination form.

The person providing this endorsement should be a **parent of another child currently at the school or a person who has a connection to the school**.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of candidate |  | | |
| Name of supporter |  | | |
| Address of supporter |  | | |
| Connection to Langley Grammar School |  | | |
| Name of child *(if a current LGS parent)* |  | Year group |  |
|  | | | |
| Supporting statement *(Maximum 150 words)*  *Why to do you support this person becoming a parent governor? What skills and qualities do you think they would bring to the role?* | | | |
|  | | | |
| Declaration | | | |
| I confirm that the above person is known to me and is suitable for appointment as a parent governor at Langley Grammar School. | | | |
| Signature |  | Date |  |

**Please return this form by email to Sue Littman, Clerk to the Governors by**

**12.00 noon on Monday 25th March 2024**

[**suelittman@lgs.slough.sch.uk**](mailto:suelittman@lgs.slough.sch.uk)