



The South Wolds
Academy
and Sixth Form

Parent Governor application form

Dear Parent/Carer

PARENT GOVERNOR ELECTION

I am writing to invite you to stand for election as a parent governor, or nominate another parent to do so. In our school we have provision for three parent governors, and we currently have one vacancy.

You do not have to be an expert on education to be a school governor. Your role would be as a typical parent bringing a parent's perspective to the running of the governing body and the school. We value the experience that all governors bring to the role. The governing board's key functions are to:

- Ensuring clarity of vision, ethos and strategic direction for the school
- Holding executive leaders to account for the educational performance of the school and its students, and the effective and efficient performance management of staff
- be a source of challenge and support to the Headteacher (a critical friend)

No special qualifications are needed and the most important thing is to have enthusiasm, commitment to the education of all our students, a willingness to support and challenge and the availability to come into school during the day from time to time. Training is available for all governors.

Governors serve for a four year term and you can continue to the end of the term of office even if your child/children leave the school. Being a governor takes up time and the ability to attend meetings is essential. There are six governing body meetings each year, occasionally, there is an additional special meeting. In addition, governors may volunteer to sit on a focus group or committee.

The enclosed sheet 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 in a sealed envelope marked "Parent Governor Application Form - for the attention of main reception" no later than 9:00am on Monday, 30th June 2025. 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.

Alternatively, you can use the following link and complete the application form online:

<https://www.southwolds.co.uk/page/?title=Parent+Governor+Nomination&pid=189>

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 together with details of the ballot procedure.

Yours sincerely

Heather Large

Heather Large

Clerk to the Governors

Instructions

Please complete all sections of this form.

Applications will only be accepted if they are completed in full.

Please submit your completed application to the school marked "Parent Governor Application Form - for the attention of main reception"

DATA PROTECTION NOTICE

Throughout this form we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

We are legally obligated 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, the DBS check will include a barred list check.

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

Do you have a valid DBS certificate and have subscribed to the update service?:

☐ Yes

Date of check:

☐ No

If you have lived or worked outside of the UK in the last 5 years we 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.

Have you lived or worked outside of the UK in the last 5 years?:

☐ Yes

☐ No

Your position within the governance team will be conditional on the satisfactory completion of the necessary pre-appointment checks.

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

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

Applicants should be aware of the following circumstances which might prevent them from being appointed as a governor:

- Inclusion in the list of those unsuitable to work with children
- 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 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

SECTION 128 CHECK

We 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 trustees, and governors on local governing bodies who have been delegated any management responsibilities.

RIGHT TO WORK IN THE UK AND OTHER CHECKS

We 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.

PERSONAL DETAILS

Title	
Name	
Address	
Phone number	
Email address	
Date of Birth	

Eligibility

I confirm that I:

- Am aged over 18
- Am not a current pupil at the school
- Have not been declared bankrupt
- Am not the subject of a bankruptcy restrictions order or an interim order
- Have not been disqualified from holding office as a Governor
- Have not been disqualified from being a Company Director and/or a charity Trustee
- Have not been removed as a Trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of misconduct or mismanagement in administration of the charity

Please sign and date to indicate that you have read, and agree to this information:

Signature: _____ Date: _____

EDUCATION, EMPLOYMENT AND TRAINING

Highest level of education received

Please state the institution, qualification received and classification.

Please give details of any other relevant education or training courses

Current employment

Please state your employer, role, length of time in role and a summary of responsibilities.

Relevant previous employment**Other relevant interests and experience**

This may include any hobbies, volunteering and charity work, personal interests or achievements that may help you become an effective member of the governance team.

A BIT MORE ABOUT YOU

Why would you like to become part of the South Wolds governance team?

What skills can you bring to the role?

Safeguarding References

Please provide two safeguarding references. We are obliged to ask for these under the current DfE Keeping Children Safe in Education 2024 guidance. They should not be a friend and cannot be relatives. One should ideally be your current employer.

REFEREE 1	
Name	
Job title	
Relationship to applicant	
Phone number	
Email address	

REFEREE 2	
Name	

REFEREE 2

Job title

Relationship to applicant

Phone number

Email address