



Queen Eleanor's Church of England Junior School  
*An Academy in the Good Shepherd Trust\**  
Queen Eleanor's Road, Onslow Village, Guildford, GU2 7SD  
E-mail: [office@queen-eleanors.surrey.sch.uk](mailto:office@queen-eleanors.surrey.sch.uk)  
Tel: 01483 561323



Head of School: Jo Davies  
Executive Head Teacher: Louise Johnson

Friday 27<sup>th</sup> September 2019

Dear Parents/Carers,

### **LOCAL GOVERNING COMMITTEE (LGC) PARENT MEMBER ELECTIONS**

There is one vacancy for a parent member on our school's LGC and I am writing to invite nominations to fill the vacancy. The term of office for LGC parent members is four years.

LGC parent members play an important role as members of the LGC helping to ensure that all children in our school have the best opportunities to learn and achieve. The LGC has a vital role to play in driving up standards in our school and ensuring that our Christian distinctiveness is upheld in all aspects of the school.

LGC parent members and all other members of the LGC build productive relationships with the Head of School and senior leaders while holding them to account for school performance. They work strategically by developing the vision, ethos and strategic direction of the school and ensuring sound, proper and effective use of the school's financial resources. LGC members are expected to attend meetings, be able to visit the school during the day and undertake training which is free. All new LGC parent members will be asked to attend induction training.

We are currently looking for a LGC parent member who has the following skills in:

- Marketing

However any person who is willing to learn will be welcome.

**If you would like to stand for election please arrange for the enclosed nomination form to be completed and returned to the school not later than **Friday 11<sup>th</sup> October 2019.****

Parents/carers are invited to provide a brief statement of no more than 300 words providing the following information:

- the skills you can bring to the LGC and some evidence of those skills;
- your commitment to undertake training to acquire and develop the skills to be an effective LGC member.

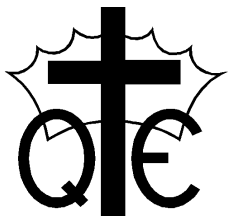
Anyone standing for election must certify that he/she is not disqualified for any reason.

If there are more nominations than vacancies, a secret ballot will be arranged with ballot papers sent to all parents and carers together with details of the ballot procedure.

Mrs Katherine Thompson (Chair of the LGC) and I would like to meet any potential LGC parent member to discuss the role, your skills and the commitment. Please contact the Chair of the LGC or myself via the school office.

Yours sincerely,

Mrs Jo Davies  
Head of School



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Nomination: LGC parent member

Name ..... School .....

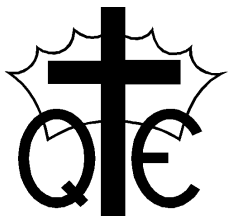
I confirm (i) that I am willing to stand as a candidate for election as a LGC parent member and (ii) that I am not disqualified from holding office for any of the reasons given.

Signature ..... (Date) .....

Parent of ..... Class .....

*Please include an outline of your skills and experience and indicate your willingness to attend training in 300 words or less. This information will be distributed to all parents for information in the event of a ballot.*

Completed nomination forms and disqualification declaration must be returned to the school by **Friday 11<sup>th</sup> October 2019.**



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## **ROLE OF THE PARENT LOCAL GOVERNING COMMITTEE (LGC) MEMBER**

There are up to two parent LGC members on a Local Governing Committee in the Good Shepherd Multi Academy Trust. Parent LGC members bring valuable information about the parental view in school and join the LGC in making strategic decisions about the school. The aim of the LGC is to ensure that every child in the school is learning, achieving, and flourishing.

Parent LGC members are representatives from the parent community rather than representatives of parents, bringing a parental viewpoint and perspective to discussions. They should not be seen as a 'go-between' or parent delegate. They act according to their own conscience and should follow the appropriate rules of LGC protocol and confidentiality. To effectively fulfil the role, parent LGC members:

- should not participate in discussions where they have a personal interest in the outcome
- should not raise specific issues about their own child or other parents' children
- should follow the agreed procedure for putting items on the agenda
- do not have a mandate to express any views other than their own. However, they should report in good faith any widely held parental views, even if in a vote they decide to vote differently
- attend training sessions for LGC members and access other relevant training
- should agree with the rest of the LGC how decisions can be shared with the school community
- must not report who said what at any meeting
- should be aware of the sensitivity of LGC meeting discussions

Achieving a balance between being an impartial representative member of the parents and being a parent can sometimes be challenging. Parent LGC members should always refer any parent who approaches them with individual concerns to the class teacher or Headteacher. It is good to remember:

- ♦ never press your own personal agenda or that of another parent
- ♦ never promise to 'solve a problem' on your own
- ♦ be wary of bringing an individual issue to meetings without following the agreed procedures
- ♦ abide by the agreed protocol regarding agenda items
- ♦ keep yourself aware of parental views and concerns
- ♦ play an active part in SSB meetings

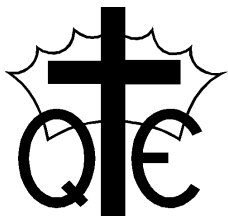
Effective parent LGC members will find working alongside the other members of the LGC both interesting and rewarding as the work of the LGC meets its duties to all children.

No LGC member has the authority to act individually on behalf of the school because the LGC works as a corporate body, shares responsibility for all decisions and actions and is a committee of the GST Trust Board.

LGC members are expected to abide by the Code Of Conduct for LGC members (copy attached) and you should be aware of the qualifications and disqualifications that apply (see below).

## **Qualifications and disqualifications for being a member of the Local Governing Committee**

Grounds for disqualification fall into three broad categories:



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- general grounds
- grounds that apply to particular categories of governor
- grounds that arise because of particular failings or actions on the part of the governor.

#### General grounds

- Registered pupils cannot be governors.
- A governor must be aged 18 or over at the time of election or appointment.
- A person cannot hold more than one governor post at the same school at the same time.

#### Grounds that apply to particular categories of governor

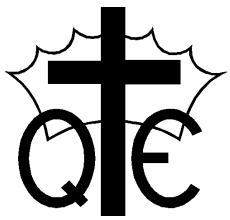
- A person is disqualified from being a parent governor if they work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in any consecutive twelve month period at the time of election or appointment.

#### Grounds that arise because of particular failings or actions on the part of the governor

- A person is disqualified from being a governor of a particular school if they have failed to attend the meetings of the governing body of that school for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing body. This does not apply to the Head of School or to foundation governors appointed by virtue of their office.
- A foundation, local authority, co-opted or partnership governor at the school who is disqualified for failing to attend meetings is only disqualified from being a governor of any category at the school during the twelve month period starting on the date on which they were disqualified.
- A person is disqualified from serving on the LGC and shall cease to hold office if they become incapable by reason of illness or injury of managing or administering their own affairs.

#### **A person is disqualified from holding or continuing to hold office as a governor of a school if, in summary, that person:**

- is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions order; debt relief restrictions order; an interim debt relief restrictions order; or their estate has been sequestered 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 trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body.
- has been removed from office as an elected governor within the last five years.
- is included in the list of people considered by the Secretary of State as unsuitable to work with children or young people



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- is barred from any regulated activity relating to children.
- is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008.
- is disqualified from working with children or from registering for child-minding or providing day care.
- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State.
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (without the option of a fine) in the five years ending with the date preceding the date of appointment/election as a governor or since becoming a governor.
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of two and a half years or more in the 20 years ending with the date preceding the date of appointment/election as a governor.
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more.
- has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years ending with the date immediately preceding appointment/election or since appointment or election as a governor.
- refuses a request by the clerk to make an application to the Disclosure And Barring Service for a criminal records certificate.