



Wednesday 26<sup>th</sup> March 2024

Dear Parent/Carer,

### **Election of Parent Governor**

I am writing to invite you to stand for election as a parent governor or to nominate another parent to do so. We currently have 2 vacancies at our Academy and the term of office is for a period of 4 years.

The Tove Learning Trust Board of Trustees, together with the headteacher of this Academy, has overall responsibility for the running of the Academy. The Board of Trustees delegates certain powers and functions to the Local Governing Board. These are set out in the Trust's Scheme of Delegation and Terms of Reference which are available to view on the Tove Learning Trust website.

To be able to volunteer, you need to be a parent, carer (or someone who has parental responsibility) for a child at Huxlow Academy. You do not need any specific qualifications. The enclosed sheet summarises the circumstances under which someone cannot serve as a parent governor.

To fulfil the role, you will need to:

- Attend regular meetings (around 6 each year)
- Visit the school occasionally
- Do some background reading
- Take part in induction training and ongoing development (which will be provided for you).

Every governing board needs a balance and diversity of knowledge, skills and experience.

If you would like to apply, please complete the enclosed nomination form and return to the returning officer using clerkaib@huxlow.northants.sch.uk by 12 pm Friday 25<sup>th</sup> April 2025. Self-nominations will be accepted, but if you are putting someone else forward for nomination, please make sure they are happy for you to do so.

You may also include a short personal statement to support your nomination, which should be no longer than 250 words. The statement should include any relevant skills and experience that may support you in your governor role, your understanding of the role, commitment required and willingness to undertake relevant training and development. Along with your reasons for wanting to be a parent governor and the contribution you believe you can make to the local governing board.

If there are more nominations than vacancies, we will conduct a secret ballot. If that is necessary, voting papers and instructions will be sent to all parents and carers.

I do hope you will consider standing as a governor yourself or nominating someone else. If you would like more information about being a governor, please let me know.

Yours faithfully,

*Nicola Armitage*

Nicola Armitage  
Returning Officer



## Appendix B – Parent Governor Nomination Form

### PARENT GOVERNOR NOMINATION FORM

#### Election of Parent Governor at Huxlow Academy

Please complete this form in BLOCK CAPITALS

**Nominee Name:** \_\_\_\_\_

**Nominee Contact Details** (including Email Address): \_\_\_\_\_

**Nominee Personal Statement** (maximum 250 words)

I confirm that I am willing to stand for election as a parent governor and that I am not disqualified from holding office for any of the reasons set out in the qualifications and disqualifications sheet (Appendix C).

**Nominee signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

If you are proposing a candidate for nomination, please provide:

**Proposer name and contact details:** \_\_\_\_\_

**Completed nomination forms to be returned to Nicola Armitage (clerkaib@huxlow.northants.sch.uk) by 12 noon on Friday 25<sup>th</sup> April 2025.**



## Appendix C – Eligibility and disqualifications to serve as a local governor

A person must be aged 18 or over at the date of their election or appointment.

A local governor shall be disqualified from holding office or continuing to hold office if they:

- become incapable by reason of illness or injury of managing or administering their own affairs;
- are absent without the permission of the trustees from all meetings held within a period of six months, and the trustees 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; or
- 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; or
- are subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- cease to be a trustee by virtue of any provision in the Companies Act 2006;
- are disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision); or
- 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 trustees a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997.