

Tuesday 15th September 2020

Dear New Wave Federation Families,

New Wave Federation Parent Governor Election

I am writing to invite you to nominate yourself, or another parent, to serve on the Governing Board for the New Wave Federation as a parent governor.

The Federation Governing Board is accountable for the success of the federation and, in common with all school governing bodies, it has three core functions:

- ensuring clarity of vision, ethos and strategic direction
- holding the Executive Headteacher and Headteachers to account for the educational performance of the federation and its pupils
- overseeing the financial performance of the federation and ensuring its money is well spent.

Any parent or carer with a child on the register of any of the schools may nominate themselves for election. You may also nominate another parent or carer, but if you wish to do so, please seek their prior consent.

Governors do not need to have any special qualifications, and they do not need to be experts in the field of education. However, all governors need to have:

- a keen interest in the federation, its schools, and its pupils
- the time and willingness to get involved
- the ability to read straightforward reports which include data on school standards and financial information
- the ability to contribute effectively in meetings and, in particular, to both support and challenge the federation's senior leaders.

Our Federation Governing Board expects that all governors will commit to:

- attending termly meetings of the full Federation Governing Board
- sitting on at least one sub-committee of the Federation Governing Board and attending its termly meetings
- preparing for Federation Governing Board meetings by reading meeting papers, carrying out additional research as required, and formulating questions to ask at meetings
- visiting the federation schools, especially when Governing Board visits are arranged
- representing the Federation Governing Board to parents, carers, pupils, staff and the wider community – for example, by speaking about the work of the Federation Governing Board at school events and other meetings
- participating in regular training and development activities.

In return, the Federation Governing Board commits to providing you with:

- a structured induction, including free induction training provided by Hackney Education
- access to ongoing training and development activities, also free of charge

- feedback on your contribution to the Federation Governing Board.

Parent governors serve a four-year term of office, and may see out this term if their child leaves school before the four years is complete.

If you would like to nominate yourself, or someone else, to be a parent governor then please complete the attached nomination form and return it to your respective school no later than **9.00am on Friday 25th September 2020**. In addition, all nominees are invited to submit a personal statement of no more than 300 words outlining the experience, skills and commitment they would bring to the Federation Governing Board.

There are two vacancies on the Federation Governing Board. The federation will arrange an election by secret ballot. The names and personal statements of all candidates will be issued to parents together with details of the voting procedure to all three school communities. All parents from the federated schools will be invited to vote. This will be online and via a paper ballot to ensure we reach all parents in the school community. The two candidates with the most votes across the three sites will be elected.

There are some circumstances that make people ineligible to be a school federation governor. These are shown on the reverse of the nomination form.

If you would like to find out more about being a federation school governor from the perspective of an existing parent governor, please get in touch with Mrs Nicole Reid, Executive Headteacher, who will be happy to pass on your contact details.

A final reminder: all nomination forms and personal statements must be returned by no later than **9.00am on Friday 25th September 2020** otherwise they will not be valid.

Yours sincerely,

Alia Choudhry
Returning Officer

PARENT GOVERNOR – NOMINATION FORM

Before completing this nomination form, you should take account of the disqualifications that prevent people from being a federation governor and which are stated below. The Returning Officer will be able to provide you with further information about these disqualifications if required.

Completed nomination forms must be submitted to any of the New Wave schools by **9.00am on Friday 25th September 2020** otherwise they will not be valid. Voting will take place via an online platform and for those parents wishing to hand votes in at the school gates a ballot box will be made available.

a) Please complete this section if you wish to nominate yourself

I wish to nominate myself as a federation parent governor.

Name:

.....

Address:

.....

The name of my child is:

.....

I understand the commitment expected of governors, as explained in the letter from the Returning Officer.

I have read the notes on disqualification and confirm I am eligible to stand.

I attach a statement in support of my nomination.

Signed:

b) Please complete this section if you wish to nominate someone else.

To be completed by the person making a nomination:

My name is:

.....

My address is:

.....

The name of my child is:

.....

Signature of the person making the nomination:

.....

I wish to nominate the person named below as a federation parent governor. They are willing to stand for election and have signed below.

Name of nominee:

Address of nominee:

The name of my nominee's child is:

.....

To be completed by the nominee:

I agree to stand for election as a parent governor.

I understand the commitment expected of governors, as explained in the letter from the Returning Officer.

I have read the notes on disqualification and confirm I am eligible to stand.

I attach a statement in support of my nomination.

Signature of nominee:

Disqualifications

All governors 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 if he or she:

- is subject to a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief restriction order, or an interim debt relief restriction order
- has had his/her estate sequestered and the sequestration has not been discharged, annulled or reduced
- is subject to
 - a disqualification order or disqualification undertaking under the Company Directors Act 1986
 - a disqualification order under the Company Directors Disqualification (Northern Ireland) Order 2002
 - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
 - an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a county court administration order)

- has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on the grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned in the management or control of any Board
- is included in the list of people considered by the Secretary of State as unsuitable to work with children
- is disqualified from working with children or subject to a direction under section 142 of the Education Act 2002
- is disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000
- is disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care
- is disqualified from registration under Part 3 of the Childcare Act 2006
- has received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before or since becoming a governor
- has received a prison sentence of two and a half years or more in the twenty years before becoming a governor
- has at any time received a prison sentence of five years or more
- has been convicted under section 547 of the Education Act 1996 (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992 (nuisance or disturbance on educational premises) during the five years prior to or since appointment or election as a governor
- is employed at the school for more than 500 hours per academic year, if wishing to stand for parent governor at the same school
- is an elected member of the local authority, if wishing to stand for parent governor
- has refused a request by the clerk to the governing Board to make an application under section 113B of the Police Act 1997 for a criminal records certificate
- has been disqualified from holding office as a governor of this school due to failure to attend Federation Governing Board meetings for a continuous period of six months.