



Re-founded 1555

# Ripon Grammar School

*Helping shape the future since 1555*



9 September 2015

Dear Parents

## ELECTION OF PARENT GOVERNORS

Following the reconstitution of the Governing Board in July, as required by the DfE, the Board now comprises eighteen Governors, of whom six are elected by parents. As a result there are **three vacancies for elected Parent Governors** and I am writing to let you know that there is to be an election for these three positions.

The remaining Parent Governors are Dr Tom Cavell-Taylor, Mr Andrew Huetson and Ms Helen Suckling. The other members of the Governing Board are: 1 nominated by the Local Education Authority; 1 elected by staff, myself as Headmaster, and 9 Governors co-opted by the rest of the Governing Board.

I hope that the following information and details of the procedures will be helpful to you.

### What do Governors do?

Governors' responsibilities may be summed up as:

- Setting the strategic direction for the School
- Encouraging, supporting and challenging the Headmaster and staff on the School's performance
- Ensuring that all the School's resources, especially financial resources, are used to maximum effect

The Governors' business therefore affects most aspects of the School's life and work. They establish, with the Headmaster, the aims for the School, approve School policies and are responsible for the School's budget, the appointment of staff and the use and maintenance of the premises. More generally, they promote the School within the local community and help guide the School in meeting the community's educational needs. They also help the School communicate to the wider community what the School is achieving for its students. An information sheet about the rôle of an elected Parent Governor is attached.

Governors, as a Board, also have a range of legal responsibilities, therefore being a Governor is an important commitment and new Governors must be willing to commit the time and attend training to help them learn what is entailed.

Headmaster: Martin Pearman, MA(Oxon), CChem, FRSC

Address: Clothholme Road, Ripon, North Yorkshire HG4 2DG Telephone: (01765) 602647 Facsimile: (01765) 606388

Email: [admin@ripongrammar.co.uk](mailto:admin@ripongrammar.co.uk) Website: [www.ripongrammar.co.uk](http://www.ripongrammar.co.uk)





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## **What is the term of office?**

Parent Governors are elected for a four year period. If you will not be a parent in four years' time since your son/daughter will have left School, I would still urge you to consider contributing to the work of the Governors to help Ripon Grammar School become an even better school.

## **Do Parent Governors have Special Responsibilities?**

No. Parent Governors do not have "extra duties". All Governors are equally responsible and discharge their responsibilities as a body, not individually. Elected Parent Governors speak as parents: they cannot speak for all parents, nor are they representatives of parents. They are Governors in their own right with the same responsibilities as all other Governors but they bring an important parent's perspective to the various issues.

## **Are there any restrictions which could disqualify parents from becoming Parent Governors?**

Yes. These are contained in the School Governance (Constitution) (England) Regulations 2003, Schedule 6 and subsequent amendment Regulations. A form with these details will be given to parents putting themselves forward for election and they will be required to sign and return it with their nomination form.

If any of these criteria apply to you, you should not seek election as a Governor. Also, you are disqualified from election as a Parent Governor if you are an elected member of the local education authority or if you are paid to work at Ripon Grammar School for more than 500 hours in any twelve month period commencing on 1<sup>st</sup> August and finishing on 31<sup>st</sup> July.

Governors are subject to background checks and the parents who are elected will be required to provide proof of identity (passport, birth certificate, etc) in order for an enhanced DBS check to be conducted via NYCC. As a volunteer, there is no charge for this to you or to the School.

## **What is the election process?**

It is open to any parent who has a child currently registered at the School to nominate a candidate, to vote in the election and, subject to the disqualifications mentioned above, to stand for election as a Parent Governor. The term 'parent' is taken to include a guardian or anyone who has parental responsibility for a child, as well as 'natural' parents.

Nomination Forms can be obtained from Mrs Kinread in the School Office or from the School website (under the Governors' section). If you wish to nominate a candidate, or three candidates, you should sign the form yourself, obtain the signature of an eligible seconder (i.e. another parent who has a child at the School), and the signature of the person you are nominating. You may nominate three eligible candidates as there are three vacancies to fill; please use a separate nomination form for each candidate.

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Candidates should also make a short statement about themselves (no more than 150 words). A simple form for this purpose will be provided with the Nomination Form and candidates must make use of this, observing the word limit, and returning it by the published deadline. This is also available on the School website.

**Completed Nomination Forms** and candidates' statements must be returned to Mrs Kinread in the School Office by **12 noon on Friday, 25 September 2015**.

If only three nominations are received, then those nominees will be declared elected. If, however, I receive more than three nominations then there will be a ballot and I will send ballot forms to you via your son/daughter (1 per parent), together with envelopes for their return. The ballot form will explain how votes may be cast. The rules for the election are written down in Regulations made by the Local Education Authority, and these can be inspected at the School if required.

## **How will the result of the election be made known?**

The successful candidates will be notified immediately after the count by email. The names of the parents elected will be displayed at the School for at least seven days and will be posted on the School website and e-mailed to parents. This will also be included in the next report issued to parents by the Governors.

Anyone having any query about this procedure, or the rôle of school governors, is invited to contact myself or Dr Peter Mason, Chair of Governors, to discuss informally what being a school governor entails.

Yours sincerely

**M L Pearman**  
Headmaster

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**NORTH YORKSHIRE COUNTY COUNCIL**

**ELECTION OF PARENT GOVERNOR**

**NOMINATION PAPER**

Name of School: **RIPON GRAMMAR SCHOOL**

Number of Parent Governors to be elected: **Two**

Please read the Notes below before completing the form.

**CANDIDATE**

(Name/Address/Signature)

**PROPOSED BY**

(Name/Address/Signature)

.....  
.....  
.....

.....  
.....  
.....

Signed .....

Signed .....

**SECONDED BY**

(Name/Address/Signature)

.....  
.....  
.....  
.....

Signed .....

**NOTES**

A parent can propose a candidate, stand for election and vote in the election, if he or she has a child registered at the school on the date of the election.

A PROPOSER must be eligible to vote in the election;  
/SECONDER must obtain the consent and signature of the nominee and of a seconder;  
may propose a candidate or candidates up to the number to be elected (see head of this form).

A CANDIDATE must be eligible to vote in the election i.e., be a parent of a pupil(s) on the school roll;  
is not eligible to stand for election if they are disqualified from becoming a school governor under the Education (School Government) Regulations 1999, Schedule 5. A copy of which can be obtained from the school.

THIS FORM MUST BE RETURNED TO THE SCHOOL OFFICE  
BY **12noon on FRIDAY, 25 SEPTEMBER 2015**, IN A SEALED ENVELOPE MARKED

**"CONFIDENTIAL - P. G. NOMINATION"**

## **Children & Young People's Service**

### **RIPON GRAMMAR SCHOOL: ELECTION OF PARENT GOVERNOR 2015**

I declare that I am not disqualified from serving as a school governor in accordance with the following criteria:

- **I am** not a registered pupil at Ripon Grammar School;
- **I am** aged 18 or over at the date of election
- **I do not** engage in paid work at Ripon Grammar School for more than 500 hours in a school year
- **I am not** an elected member of the local authority
- **I am not** detained under the Mental Health Act 1983;
- **I am not** the subject of a bankruptcy restrictions order or an interim order;
- **I have not** had my estate sequestrated (temporarily repossessed) with the sequestration having not been discharged, annulled or reduced;
- **I am not subject to:**
  - a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986;
  - an order made under section 429 (2)(b) of the Insolvency Act 1986 (failure to pay under a county court administration order);
  - a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989;
  - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002.
- **I have not** been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement or, under section 34 of the Charities and Trustee Investment Act (Scotland) Act 2005 (a) from being concerned in the management or control of any body;
- **I am not**
  - Included in the list kept under section 1 of the Protection of Children Act 1999 as amended (list of those considered by the Secretary of State as unsuitable to work with children);
  - disqualified from working with children or subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);
  - disqualified from registering for childminding or providing day care;
  - disqualified from registration under Part 3 of the Childcare Act 2006;
  - Disqualified from working with children under sections 28, 29 or 29a of the Criminal Justice and Court Services Act 2000;

- **I have not**, in the five years prior to becoming a governor, or since becoming a governor, received a sentence of imprisonment, suspended or otherwise, for a period of three months or more without the option of a fine;
- **I have not**, in the twenty years prior to becoming a governor received a sentence of imprisonment for a period of two and a half years or more;
- **I have not**, at any time, received a prison sentence of 5 years or more;
- **I have not** been fined, in the five years prior to becoming a governor or since appointment or election as a governor, for causing a nuisance or disturbance on education premises;
- **I have not** been disqualified for non-attendance as an LA, foundation (other than ex officio foundation governor), community governor, co-opted governor, or sponsor governor in the past 12 months at Ripon Grammar School;
- **If requested** by the clerk to the governing body I do not refuse an application being made under section 113A of the Police Act 1997 for a criminal records certificate.

**I confirm it is my understanding that should any of the above statements change I will inform the Clerk to Governors immediately of my resignation. I further understand that my personal details will be checked with the Disclosure & Barring Service.**

**I am applying to be a governor at Ripon Grammar School**

Full Name (Block capitals please):

.....

Signature:.....

Date:.....

**If you have any questions about your eligibility to be elected as a parent governor you may, in complete confidence, contact**

**Rose Walker, Strategic Support Services, County Hall, Northallerton, DL7 8AE.**

**Tel: 01609 532936. e-mail:Rose.Walker@northyorks.gov.uk**



RIPON GRAMMAR SCHOOL

ELECTION OF PARENT GOVERNOR: SEPTEMBER 2015

CANDIDATE'S STATEMENT (not to exceed 150 words)

This form must be returned to the school office by 12 noon on **FRIDAY, 25 SEPTEMBER 2015**, either in the envelope used for the return of the Nomination Paper, or separately in an envelope marked '**Confidential – P. G. Statement**'.