

The Whitby Secondary Partnership



15 June 2021

Dear Parent

Election of a Parent Governor

We are writing to let you know that there is to be an election for two Parent Governors. The Governing Body is currently made up of 10 Governors of which two are elected by parents. There are currently two Parent Governor places to be filled and the positions are Federation posts and are not specific to one particular school. The term "parent" includes anyone who has custody of a child currently registered at Caedmon College Whitby or Eskdale School, as well as "natural" parents. Parents can stand for election and vote in secret in the election, if a ballot is needed. As well as parents, the Governing Body is made up of Governors appointed by the Local Authority (the County Council), staff from both schools, the Principal of Caedmon College, the Headteacher of Eskdale School and governors appointed by the rest of the Governing Body (co-opted governors). Parent Governors have a four-year term of office and can continue to serve even if their child or children leave the schools during this period.

What Do Governors Do?

The work of Governors affects most aspects of the schools. Together with the Principal and Headteacher, Governors establish strategic aims of the schools, approve policies - for the curriculum, behaviour and discipline, for example, and are responsible for the budgets and use and maintenance of the premises. More generally, they are expected to be in touch with the local community and to help to guide the schools to meet the community's educational needs. They are also expected to help the schools to explain to the community what they are trying to achieve for young people. A leaflet, providing further information, is available from the Governor Support Unit, County Hall, Northallerton; telephone 01609 532936, or by emailing the Governor Support Unit at [County Hall via Governor.Support@northyorks.gov.uk](mailto:Governor.Support@northyorks.gov.uk).

The Governors, together as a body, have a range of legal responsibilities, so being a Governor is an important commitment and new Governors should be willing to attend training to help them to learn what is entailed.

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. Parent Governors speak as parents: they cannot speak for all parents or act as their representative.

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

Yes, but they are unlikely to apply to most parents considering becoming a Parent Governor. The restrictions are contained in the School Governance (Constitution) (England) Regulations 2003, Schedule 6 and subsequent amendment Regulations. A copy of these is attached as a Self-Declaration form. Parents putting themselves forward for election will be required to sign this form and return it with a nomination form. If any of the restrictions apply, you should not proceed with your nomination as a Governor. Also, you are disqualified from election or appointment as a Parent Governor if you are an elected member of the Local Authority (or if you are paid to work at the College for more than 500 hours in any twelve-month period commencing on 1 August and finishing on 31 July).

Governors may be subject to enhanced DBS (formerly CRB) checks and the elected parent will be provided with the requisite form to complete, along with proof of identity (as detailed in the list of Valid Identity Documents). This will then be passed to the CRB Unit at County Hall for checking and forwarding, as required. The term of office of the successful candidate may only commence once a clear enhanced DBS Disclosure has been received, should this be required.

How are Parent Governors Elected?

Parent Governors must be people (aged at least 18) who have a child(ren) at Caedmon College or Eskdale School when they are elected. A nomination form is attached. Each form must be signed by the candidate. Candidates should also make a short statement about themselves – a maximum of 50 words will be allowed and this will be rigidly applied. If more nominations are received than there are places to fill, there will be a secret ballot and we will send to each parent, ballot forms (one per parent). The form explains how votes may be cast.

If the number of nominations received is the same as the number of places to be filled, then those people will be declared elected. If there are fewer, those nominated will be declared elected and it will be for the Governing Body to fill any remaining vacancy by appointing a Parent Governor.

The rules for the election are written down in Procedures set by the Local Authority, and these are available from the schools' websites.

Result of the Election

The names of those elected will be displayed at both schools for at least seven days and will be stated on the websites and other publications as appropriate. Anyone having any query about the election is invited to contact either one of us or the Chair of Governors, Pen Cruz.

Yours sincerely



Jon Norden
Principal and Returning Officer



Andy Fyfe
Headteacher and Returning Officer

THE CLOSING DATE FOR NOMINATIONS IS TUESDAY 29 JUNE 2021 AT 12 NOON

Caedmon College Whitby

Principal:
Jon Norden, BA, MA, NPQH
Prospect Hill, Whitby
North Yorkshire YO21 1LA
Tel: 01947 602406
Email: post@ccwhitby.org

Whitby Sixth Form

Airy Hill,
Whitby
North Yorkshire
YO21 1QA
Tel: 01947 601901
Email: post@sixthformwhitby.org

Eskdale School

Headteacher:
Andy Fyfe, Ba Hons, NPQH
Stainsacre Lane, Whitby, North
Yorkshire YO22 4HS
Tel 01947 602856
Email: admin@eskdale.n-yorks.sch.uk

**NORTH YORKSHIRE COUNTY COUNCIL
ELECTION OF PARENT GOVERNORS
Nomination Paper**

Name of School: Whitby Secondary Partnership
Number of Parent Governors to be elected: Two
Please read the Notes below before completing the form
CANDIDATE
(Name/Address/Signature)
Signed:

Notes:

A parent can stand for election and vote in the election, if he or she has a child registered at Caedmon College or Eskdale School on the date of the election*.

A CANDIDATE **must** be eligible to vote in the election, ie, be a parent of a student(s) on the College roll;
must sign, and return with this nomination paper, form Self-Declaration 1 to indicate eligibility to stand for election under the School Governance (Constitution) (England) Regulations 2003, Schedule 6;
must indicate whether they wish to have their address shown on the ballot paper.

PLEASE RETURN THESE FORMS BY TUESDAY 29 JUNE 2021 AT 12 NOON

BY POST TO EITHER SCHOOL ADDRESSED TO THE PRINCIPAL OR HEADTEACHER AND MARKED "CONFIDENTIAL - PG NOMINATION"

OR

BY EMAIL TO THE CLERK TO GOVERNORS (s.nedley@ccwhitby.org) WITH "CONFIDENTIAL - PG NOMINATION" IN THE SUBJECT LINE

* the date of the election is deemed to be the closing date for the receipt of nominations.

**NORTH YORKSHIRE COUNTY COUNCIL
ELECTION OF PARENT GOVERNORS
Statement in Support of Election**

Whitby Secondary Partnership

Name: _____ **Age(s) of child(ren)** _____

Experience and/or interests relevant to serving as a Governor (maximum strictly 50 words)

Signed: _____ **Date:** _____

Children & Young People's Service
Parent Governor Elections Self-Declaration Form 1

I declare that I am not disqualified from serving as a School Governor (or an Associate Member) in accordance with the following criteria:

- **I am not** a registered student at Caedmon College Whitby or Eskdale School (this does not apply to Associate Members)
- **I am** aged 18 or over at the date of election or appointment (this does not apply to Associate Members)
- **I do not** work at Caedmon College Whitby or Eskdale for more than 500 hours in a school year (Parent Governors only)
- **I do not** already hold a governorship at Caedmon College Whitby or Eskdale school
- **I am not** an elected member of the Local Authority (applies to Parent, Staff and Community Governors)
- **I am not** the subject of a bankruptcy restrictions order or an interim order or a debt relief restrictions order or an interim debt relief restrictions 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 this College
- **When 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 and Barring Service (Criminal Records).

I am applying to be a Whitby Secondary Partnership Governor

Full Name (block capitals please): _____

Signature: _____ Date: _____

If you have any questions about your eligibility to become or remain a governor you may, in complete confidence, contact Governor Support, County Hall, Northallerton, DL7 SAE. Tel: 01609 532936.

Email: Governor.Support@northyorks.gov.uk