



# STATIONERS' CROWN WOODS ACADEMY

A member of the Leigh Academies Trust

Executive Principal: Mr David Millar

Dear Parents/Carers

15 September 2017

## **Election of Parent Governor(s) Nominations**

Do you have the unshakeable belief in the potential of young people? Do you have the motivation, energy and commitment to volunteer your time to help shape young people's lives and contribute to the development of our Academy?

There is a vacancy for a parent governor to serve on the Governing Body of Stationers' Crown Woods Academy. We are very keen to encourage parents and/or carers of registered students to nominate themselves to fill these places.

Parent Governors are elected by other parents and are vital to our Governing Body, bringing their expertise and views from a 'customer-focus' perspective. They have the same responsibility as other Governors for carrying out the Governing Body's wide range of responsibilities. Governors do not run the Academy day-to-day, as their role is at the strategic or policy-making level. You do not have to be an expert on education to be a governor and we value the experience, knowledge and skills that all governors bring to the role.

If you join our Governing Body, you will serve for a four-year term and you can continue to the end of the four years even if your child/children leave the school. Please be aware, however, that being a Governor does take up time. There are four Governing Body meetings each year and Governors are expected to visit the Academy and to join committees if requested. Although the role of Governor is an unpaid position, it is a role which requires you to set aside time to: prepare for meetings, visit the Academy and undertake training.

## **Who can be a parent governor?**

All those who have parental responsibility and are over the age of 18 are eligible to stand for election. This includes parents who work at the Academy, provided that they are working for less than 500 hours per year when they are elected.

There are some circumstances that disqualify an individual from serving as a Governor. If you wish to stand, you will be asked to complete a self-declaration of eligibility form to state that there are no reasons for disqualification from serving as a Governor and to provide evidence of identity and address if required.

## **How to nominate yourself**

If you would like to put your name forward, your nomination must be supported by two parents of students currently at the Academy (not including anyone to whom you are closely related). Their signatures, names and addresses must be on the nomination form.

If the number of nominations is the same as or less than the number of vacancies, all candidates will be appointed unopposed.

If there are more nominations than vacancies, an election will take place. The statements of all candidates will be typed in a standard format and circulated to all parents with the ballot papers.

Prior to an election all nominees are invited to an informal meeting with David Millar, Executive Principal and Kevin Dewey, the Chair of Governors, for an opportunity to discuss the role in more detail. To find out more about what being a Governor at this Academy is like, you can contact Neil Willis on 01634 412200, who is very willing to answer any questions.

If you would like to take the opportunity to put yourself forward as a candidate, please complete and return the nomination form by **9am 29 September 2017**. If it is necessary for there to be an election, I will contact you to let you know about the arrangements.

Yours sincerely

A handwritten signature in black ink that reads "D Millar". The signature is fluid and cursive, with a long horizontal stroke at the beginning.

David Millar  
**Executive Principal**



# STATIONERS' CROWN WOODS ACADEMY

A member of the Leigh Academies Trust

Executive Principal: Mr David Millar

## PARENT GOVERNOR ELECTION: NOMINATION FORM STATIONERS' CROWN WOODS ACADEMY

This form should be returned to Cheryl Le Butt, Clerk to the Governors  
% Stationers' Crown Woods Academy by **9am 29 September 2017**

<b>I wish to serve as Parent Governor and to be a candidate if an election is necessary</b>	
FULL NAME (Title, Forename, & Surname in Block Capitals)	
ADDRESS	
SIGNATURE & DATE	
NAME OF CHILD (College, Year Group or Tutor Group)	

<b>These parents of children currently attending the Academy support my nomination</b>	
FULL NAME (Title, Forename, & Surname in Block Capitals)	
ADDRESS	
SIGNATURE & DATE	
NAME OF CHILD (College, Year Group or Tutor Group)	

FULL NAME (Title, Forename, & Surname in Block Capitals)	
--	--

ADDRESS	
SIGNATURE & DATE	
NAME OF CHILD (College, Year Group or Tutor Group)	
<b>Please use this space for a brief (100 words maximum) personal statement to support your nomination. This statement, typed in a standard format, with your name, will be circulated to parents if there is a contested election.</b>	

## Academy GOVERNOR ELIGIBILITY SELF DECLARATION FORM

Please answer each question by ticking in the relevant column on the right-hand side	YES	NO
<b>Are you</b> aged 18 or over at the date of this election or appointment?		
<b>Have you</b> been disqualified as a Governor previously?		
<b>Has your</b> estate been sequestrated (temporarily repossessed) and the sequestration not been discharged, annulled or reduced?		
<b>Are you</b> the subject of a bankruptcy restrictions order or an interim order?		
<b>Have you</b> 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 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, from being concerned in the management or control of any body?		
<b>Are you</b> included in the list (List 99) of teachers and workers with children or young persons whose employment is prohibited or restricted?		
<b>Are you</b> disqualified from working with children?		
<b>Are you</b> disqualified from being an independent Academy proprietor, teacher or employee by the Secretary of State?		
<b>Have you</b> , in the five years prior to becoming a Governor been sentenced to three months or more in prison (without the option of a fine)?		
<b>Have you</b> , in the twenty years prior to becoming a Governor, received a prison sentence of two and a half years or more?		
<b>Have you</b> , at any time, received a prison sentence of five years or more?		
<b>Have you</b> been fined, in the five years prior to becoming a Governor or since becoming a Governor, for causing a nuisance or disturbance on education premises?		
<b>Are you</b> employed to work at the Academy or on a contract for services at the Academy and work for more than 500 hours a year?		

I declare that I am not disqualified from serving as an Academy Governor or as a Parent Governor.

**Name :**

\_\_\_\_\_

**Signature :**

\_\_\_\_\_

**Date :**

**RETURN TO:**

Cheryl Le Butt, Clerk to the Governing Body  
% Stationers' Crown Woods Academy, 145 Bexley Hill Road, Eltham, SE9 2PT

**by 9am, 29 September 2017**