



Opportunities
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Old Basford School

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www.oldbasfordschool.co.uk

Parent Governor Vacancy Letter

We currently have a vacancy for new parent governor(s) and are seeking nominations for an enthusiastic and committed parent or carer to join the governing body.

We are looking for people who will enhance the skill-set of the Governing Body through their work experience, passion and commitment for school and self-enthusiasm.

The core functions of the governing board are:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding senior leaders to account for the educational performance of the organisation
- Overseeing the financial performance of the organisation and making sure its money is well spent.
- Ensure that all pupils receive a high-quality education
- Alongside leaders, plan for future development and improvement for the school

The role of a parent governors is to provide a parental perspective on a school's governing body, act in the best interests of the whole school community, not just their own child, offering challenge and support to the school's leaders by asking questions and contributing their unique experience to meeting.

All governors are asked to sign up to a 'term of office' which is four years. There are also specific checks that need to be completed by all Governors (**listed overleaf**)

Governors currently meet as a board six times a year and meetings start at 6.00pm and are finished by 8.00pm. All meetings are held at the school. We also have a finance, audit and risk committee. All governors have an opportunity to join the committee. Committee meetings are held immediately before our full governing body meetings 3 times a year.

In addition to the six meetings, Governors are invited into school during the day for monitoring visits and are encouraged to support school events, where possible.

All Governors are offered a comprehensive and supportive induction, and must attend full Governor training through the Local Authority's Governor Services organisation.

All parents over the age of 18 are eligible to stand for election and to vote with the exception of:

- those who are employed to work at the school for more than 500 hours in an academic year
- those who are ineligible as listed **overleaf**.

Should you have any questions about the role please do not hesitate to make contact with the school office. The returning officer for this election is Mrs L Duffin, Headteacher.

Yours sincerely,

Mrs C Aldrich (Acting Chair of Governors)

Mrs L Duffin (Headteacher)





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Parent Governor Nomination Form

I wish to nominate myself for the role of parent governor at Old Basford School. I have read the information on disqualification below and confirm that I am eligible to stand for election.			
Name:		Signature:	
Email address			
Child's name:		Child's class:	

Personal Statement: Please use the space below to state what skills, knowledge and passion you have that would make you an effective parent governor at Old Basford School.

Please return your nomination form to the school office no later than **Wednesday 1st October 2025 at 9:00am.** The nomination form can be emailed to admin@oldbasford.nottingham.sch.uk or a paper form can be handed in to the office.

If there are more nominations than vacancies, an election will be held and all parents will be sent a voting paper.





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As a governor there are a number of checks and trainings that we are required and require you to undertake.

Registering that you are a governor with Companies House.

As an academy, all governors are 'directors' of the company and must be registered with Companies House.

Applying for an Enhanced Disclosure and Barring Service certificate (DBS).

Government legislation states that Enhanced DBS checks are mandatory for Governors in schools. Therefore all governors, in any type of school must have an Enhanced DBS certificate.

Complete all relevant Safeguarding training

It is a requirement for all governors to complete annual Safeguarding training to ensure they have an understanding of their safeguarding responsibilities and actions.

Completing a Code of Conduct

A code of conduct sets out the expectations and commitment required from governors.

Section 128 Check

Full names are checked on the Section 128 database.

A person who is on the Section 128 list is unable to participate in any management of an independent school such as: a management position in an independent school, academy or free school as an employee; a trustee of an academy or free school trust; a governor or member of a proprietor body for an independent school; or a governor on any governing body in an independent school, academy or free school that retains or has been delegated any management responsibilities.

Register of Pecuniary Interest

The governing body have a responsibility to avoid any conflict between their business and personal interests and those of the school. There is a legal duty on all governors to declare an interest likely to lead to questions of bias when considering any item of business at a meeting and for the governor concerned to withdraw, if necessary, whilst the matter is considered.

A person is disqualified from holding or from continuing to hold office as a governor or associate member if he or she:

- fails to attend the governing body meetings – without the consent of the governing body – for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex officio governors);
- is subject to a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief order or an interim debt relief order;
- has had his or her estate sequestrated and the sequestration order has not been discharged, annulled or reduced;
- is subject to:
 - I. a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
 - II. a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989





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- III. a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
- IV. 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 the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of any body;
 - 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 registration for childminding 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 becoming a governor or since becoming a governor;
 - has received a prison sentence of two-and-a-half years or more in the 20 years before becoming a governor;
 - has at any time received a prison sentence of five years or more;
 - has been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor;
 - refuses to allow an application to the Disclosure and Barring Service (DBS) for a DBS check.

