Kirtlington
C.E. School

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22nd October 2025

Dear Parents and Carers,

Parent Governor Vacancy

There will be vacancy for a parent governor on our school's governing board after Christmas and I am writing to invite nominations to fill this vacancy.

The governing board has an extremely important role. They are responsible for the strategic direction of the school, working in partnership with the headteacher, promoting high standards of educational achievement and ensuring our resources are used to maximum impact.

Parent governors are a vital part of the school's governing board. They also help to ensure the board is connected with the parents at the school (although you are not expected to be a spokesperson for parents).

Who can be a parent governor?

Any parent which includes a person with parental responsibility, or carer, of a registered pupil at the school at the time of election is eligible to stand for election as a parent governor. Parent governors may continue to hold office until the end of their term of office (4 years) even if their child leaves the school.

You do not need to have any background or experience in education to be a governor. The main requirement is enthusiasm and commitment. All governors receive training to help them carry out their role.

The enclosed sheet summarises the disqualification criteria to serve as a governor. Anyone standing for election must certify that they are not disqualified for any reason listed. All governors must apply for a DBS check. This will be arranged by the school. Parents/carers who have paid employment in the school for 500 hours per academic year or more or who are elected members of the Local Authority are not eligible to stand in these elections.

If you would like to stand for election, please complete and sign the enclosed nomination form and return it to the school office (as a hard copy, or by email) no later than 12 noon on **Friday 7th November.** You can nominate yourself. Please include a few details about yourself and why you would like to become a governor. This would be circulated to all parents to help them decide who to vote for if an election is needed.

An election, by secret ballot, will only be held if more nominations are received than the number of vacancies. If an election is needed, details of the procedure will be sent to all parents.

If you would like to find out more about being a parent governor, please read the job description on the governor page of the school website, or get in touch with our existing parent governor, Annabel Suarez, or our outgoing parent governor, John O'Regan.

Email: annabel.suarez@kirtlington.oxon.sch.uk, john.oregan@kirtlington.oxon.sch.uk* or *zoe.cumming@kirtlington.oxon.sch.uk

Please think about taking on the role or encourage other parents to volunteer. We need committed parent governors to make the governing board as effective as it can be.

Yours sincerely,

Kyla Bates — *Zoë Cumming*

Headteacher — Chair of Governors

Continued below

QUALIFICATIONS AND DISQUALIFICATIONS

Governors and Associate Members

Regulation 17, Schedule 4 of The School Governance (Constitution) (England) Regulations 2012 covers the qualifications and disqualifications of governors for Maintained Schools.

All disqualifications apply to associate members except that they can be registered pupils at the school and can be under 18.

A governor must be aged 18 or over at the time of his or her election or appointment and cannot be a registered pupil at the school.

A governor must not also be a clerk to the governing body at which they are a governor.

A person cannot hold more than one governor post at the same school at the same time.

A person is disqualified from being a parent governor if they are an elected member of the LA or paid to work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in any consecutive twelve month period (at the time of election or appointment).

A person is disqualified from being a local authority governor if they are eligible to be a staff governor at the school.

A person is disqualified from being a partnership governor if they are:

- a parent of a registered pupil at the school;
- eligible to be a staff governor at the school;
- an elected member of the LA; or
- employed by the local authority in connection with its education functions.

A person is disqualified from being a governor of a particular school if they have failed to attend the meetings of the governing body of that school for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing body. This does not apply to the headteacher or to foundation governors appointed by virtue of their office.

A foundation, local authority, co-opted or partnership governor at the school who is disqualified for failing to attend meetings is only disqualified from being a governor of any category at the school during the twelve month period starting on the date on which they were disqualified.

A person is disqualified from holding or continuing to hold office as a governor of a school if, in summary, that person:

- is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions order; debt relief restrictions order; an interim debt relief restrictions order; or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced;
- is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986; a disqualification order under the Companies (Northern Ireland) Order 2002; a disqualification undertaking accepted under the Company Directors

Disqualification (Northern Ireland) Order 2002; or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)

- has been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body
- has been removed from office as an elected governor within the last five years
- is included in the list of people considered by the Secretary of State as unsuitable to work with children or young people
- is barred from any regulated activity relating to children
- is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008
- is disqualified from working with children or from registering for child-minding or providing day care
- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (without the option of a fine) in the five years ending with the date preceding the date of appointment/election as a governor or since becoming a governor
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of two and a half years or more in the 20 years ending with the date preceding the date of appointment/election as a governor
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more
- has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years ending with the date immediately preceding appointment/election or since appointment or election as a governor
- refuses a request by the clerk to make an application to the Disclosure And Barring Service for a criminal records certificate.

Anyone proposed or serving as a governor who is disqualified for one of these reasons must notify the clerk to the governing body.