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3rd February 2022

Dear Parent/Carer,

Election of Parent Governor for Farlingaye High School

Following the recent retirement of one of our Parent Governors, Alex Van Marle (whom we thank for her committed service), we have a vacancy for a new Parent Governor to serve on the Local Governing Body (LGB) for Farlingaye. Since Farlingaye formed the East Anglian Schools Trust with Kesgrave High School and Bungay High School in September 2019, the overall responsibilities for all Trust schools have passed to the EAST Trust Board. Individual school governance is delegated to the LGB of each school.

Parent Governors are elected by and from the people who hold parental responsibility for children currently attending our school. They normally serve a four-year term of office and bring a very important and valued perspective to the work of the Governing Body. A Parent Governor elected now will hold office until 2026 and, like other Governors, will be eligible for re-election. I am therefore writing to give you details of the arrangements for **nominations and voting for a new Parent Governor**.

Being a Governor is both fascinating and challenging. The Governing Body has a vital role to play in making sure every child receives the best possible education. This is achieved by ensuring that Governors have the necessary skills, commitment and personal qualities to contribute to the effective governance and success of the school. The capacity and willingness to learn, and the ability to work as part of a team will be crucial. You, or someone you nominate, may have skills in Leadership, Education, HR, Communications or Premises Management and be willing to share that expertise.

There is an induction programme for new Governors and access to an experienced Governor as a mentor to help you find your feet. We hold a training morning in school once a year and there is a training programme run by Suffolk County Council which you can opt into. It is expected that Governors will make use of the various training opportunities available to them and play a full part in the work of the Governing Body.

If you are interested in this opportunity, or know someone who is willing to stand, please find enclosed a nomination form for election as a Parent Governor. It is necessary for a Parent Governor to have parental responsibility for a child at the school at the time they are elected. Certain people are disqualified from being Governors. More information on this is shown on the reverse of this letter. If you would like more details about what is involved please contact me by email and I will be happy to help: jsteventonbarnes@farlingaye.suffolk.sch.uk.

There is space on the nomination form for a statement of **not more than 50 words** by the person nominated in which they can give such details as they wish about themselves and their views. This statement will be included on the voting paper. **The closing date for receipt of nominations is 12 noon on 28th February 2022.** After that date, if there are more nominations than vacancies, a ballot will be held and you will be sent a ballot paper.

Lastly, may I take this opportunity to say how important feedback from Parents and Carers is to the Governing Body in the work we do. Email contacts for all Governors can be found on the school website, and we hope that Parents and Carers will feel welcome to contact any Governor with views and suggestions on anything to do with the school. Specific concerns or questions regarding a student are best directed to the appropriate member of staff, and more serious concerns can be raised as described in the Complaints Policy, but more generally, Governors are happy to hear from anyone with an interest in the school and we always do our best to listen and reflect what we've heard in our planning for Farlingaye's future.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J. Steventon-Barnes', with a stylized flourish at the end.

Jeremy Steventon-Barnes
Chair of Governors

Farlingaye High School School Governors' Disqualifications

- No person shall be qualified to be a Governor unless s/he is aged 18 or over at the date of his / her election or appointment. No current pupil of the Academy shall be a Governor.
 - A Governor shall cease to hold office if s/he becomes incapable by reason of mental disorder, illness or injury of managing or administering his / her own affairs.
 - A Governor shall cease to hold office if s/he is absent without the permission of the Governors from all their meetings held within a period of six months and the Governors resolve that his office be vacated.
 - A person shall be disqualified from holding or continuing to hold office as a Governor if:
 - His / her estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
 - S/he is the subject of a bankruptcy restrictions order or an interim order.
 - A person shall be disqualified from holding or continuing to hold office as a Governor at any time when s/he is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
 - A Governor shall cease to hold office if s/he ceases to be a Governor by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision).
 - A person shall be disqualified from holding or continuing to hold office as a Governor if s/he has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which s/he was responsible or to which s/he was privy, or which s/he by his/her conduct contributed to or facilitated.
 - A person shall be disqualified from holding or from continuing to hold office as a Governor at any time when s/he is:
 - included in the list kept by the Secretary of State under section 1 of the Protection of Children Act 1999; or
 - disqualified from working with children in accordance with Section 35 of the Criminal Justice and Court Services Act 2000; or
 - barred from regulated activity relating to children (within the meaning of section 3(2) of the Safeguarding Vulnerable Groups Act 2006).
 - A person shall be disqualified from holding or continuing to hold office as a Governor if s/he is a person in respect of whom a direction has been made under section 142 of the Education Act 2002 or is subject to any prohibition or restriction which takes effect as if contained in such a direction.
 - A person shall be disqualified from holding or continuing to hold office as a Governor where s/he has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 72 of the Charities Act 1993.
 - After the Academy has opened, a person shall be disqualified from holding or continuing to hold office as a Governor if s/he has not provided to the chairman of the Governors a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would in the opinion of either the chairman or the Principal confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.
 - Where, by virtue of these Articles a person becomes disqualified from holding, or continuing to hold office as a Governor and s/he is, or is proposed, to become such a Governor, s/he shall upon becoming so disqualified give written notice of that fact to the Secretary.
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