# Harvington C of E (Controlled) First & Nursery School

Village Street, Harvington, Evesham, Worcestershire WR11 8NQ
Tel: 01386 870412
email: office@harvington.worcs.sch.uk
www.harvingtonfirstschool.co.uk

Headteacher – Mr Tom Holdstock


*'Together we love, learn and grow'*

18th September 2026

Dear Parent

**SCHOOL GOVERNING BOARD - PARENT GOVERNOR ELECTIONS**

There is a vacancy for a parent governor on the school's governing board. The term of office is 4 years.

The governing board plays a significant part in the development and running of the school and as such, parent governors play an important role as members of the governing board helping to form policy, set priorities and manage the budget.

Governing boards have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing board's work. Training is available for all governors and this governing board has an expectation that those new to being a governor attend induction training.

I am therefore writing to invite you to nominate yourself to fill the vacancy. A nomination form is enclosed (additional forms are available from the school office). If you would like to nominate yourself, please return the completed form to the school office by 3pm on Monday 5th October 2026.

The person nominated must be a parent or have care of a registered pupil at the school on 5th October 2026.

*For the purposes of education law, the Department for Education (DfE) considers a 'parent' to include:*

- *all biological parents, whether they are married or not*
- *any person who, although not a biological parent, has parental responsibility for a child or young person – this could be an adoptive parent, a step-parent, a guardian or other relative*
- *any person who, although they are not a biological parent and do not have parental responsibility, has care of a child or young person*

*A person typically has care of a child or young person if the child lives with them either full or part time and they look after them, irrespective of what their biological or legal relationship is with the child.*

Please note that you are not eligible to be a parent governor if you are:

a) an elected member of the Local Authority

b) paid to work at the school for more than 500 hours in any twelve-month period.

No parent may propose and/or second more nominations than there are vacancies. Parents being nominated are invited to give on the nomination form some brief biographical details suitable for inclusion in the voting paper.

Under the terms of the School Governance (Constitution) (England) Regulations 2012, there are certain circumstances whereby individuals are disqualified from holding office and those are detailed overleaf.

If the number of nominations received is the same as, or fewer than, the number of vacancies to be filled then those nominated will be elected unopposed. If all the vacancies are not filled in this way the governing board will have the opportunity to appoint parent governors to the vacancy.

If there are more nominations than vacancies the election will be by ballot. If that is necessary voting papers will be sent to you together with details about the ballot procedure.

Yours sincerely

Becky Enstone
Acting Headteacher

**Under the terms of the School Governance (Constitution) (England) Regulations 2012:**

A person is disqualified from being a governor of a particular school if they have failed to attend the meetings of the governing board 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 board. 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 board.
- 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 board.

**HARVINGTON C OF E (CONTROLLED) FIRST & NURSERY SCHOOL**

**Election of Parent Governor Nomination Form**

**Name of nominee:** _____

**Address:** _____

_____

**Postcode:** _____

**Signature of nominee** (confirming willingness to stand): _____

**Date:** _____

**Personal Statement which he/she would like to be printed on the voting papers**

Completed nomination forms must be returned to the school by 3pm on Monday 5th October 2026.