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11th September 2026

Dear Parent

PARENT GOVERNOR ELECTION AT
Denton and Harlaxton CE Schools Federation

I am writing to let you know that there is a vacancy for one parent governor at our school and to invite you to stand for election or to nominate another parent to do so.

The governing body, with the headteacher, has overall responsibility for the running of the school. Governing bodies have three main roles:-

- 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.

Governors are not expected to be involved in the day-to-day management and administration of the school, but rather to set strategic plans for the school and to provide the Headteacher with guidance on general principles. However, Governors need a strong commitment to the role, the curiosity to question and analyse and the willingness to learn.

We would particularly welcome nominations from parents with the following skills:- financial or legal services and backgrounds; HR; working with vulnerable families or safeguarding.

Our parent governors have a term of office of four years. Our governing body usually meets six times a year.

If you would like to stand for election or wish to nominate someone else, you should complete the attached form and return it to the school via your child. Completed nomination forms must be **returned by the end of the school day on 28th September 2026**. If there are more nominations than vacant posts, a ballot will be held and one voting paper per parent will be sent to you via your child.

If you would like further information on your eligibility to serve as a parent governor or on the role of a governor, please contact me.

Yours sincerely, Mrs S Edwards,

Headteacher

NOMINATION FORM FOR THE ELECTION OF PARENT GOVERNORS

Denton and Harlaxton CE Schools Federation

TO BE COMPLETED BY THE CANDIDATE

Name: (please print) ……

Address: ……

……

Email ……

Telephone No. ……

Signature ……

Candidate's Personal Statement (attach a separate sheet if preferred)

TO BE COMPLETED BY THE PERSON NOMINATING THE CANDIDATE
(who must not be the spouse or partner of the candidate)

Name: (please print)……..……..……

Address ……

Signature ……

This form must be returned to the school by the end of the day on 28/09/26 at the latest.

ELECTION OF PARENT GOVERNORS

NOMINATION PROCEDURE - NOTES FOR PARENTS

Eligibility

1. You must be the parent of a registered pupil at the school

The definition of a parent includes any person having all the rights, duties, powers and responsibilities and authority which a parent of a child has by law and therefore may include not only a child's natural parents but also others such as step-parents, relatives or partners of either natural parents or foster parents.

2. You are **NOT** eligible to be a parent governor if:

- you work at the federated schools for more than 500 hours per year;
- you are an Elected Member of Lincolnshire County Council
- You are disqualified by the Regulations - a summary of eligibility requirements is attached with this letter

If you are in any doubt about your eligibility to be a parent governor, please contact the Executive Headteacher or Head of School.

3. All governor appointments are subject to a signed declaration of eligibility.

4, Elected or appointed Governors will need to complete a DBS and S128 check. This check should take place within 21 days of appointment. Failure to provide evidence for these checks will result in disqualification.

How to Stand for Election

5. If you wish to stand for election, please complete the attached form and ask another parent of a registered pupil at the federation to second your nomination. **That person cannot be your spouse or partner.**

6. It is recommended that all candidates supply a personal statement about themselves for circulation to voters, should a ballot be needed.

7. Completed nomination forms must be returned to the school by the end of the school day on 28/09/26 You may post your form to the school but it must be with the Executive Headteacher or Head of School by this date.

ELIGIBILITY CRITERIA TO SERVE AS A SCHOOL GOVERNOR

A governor must be aged 18 or over at the time of his/her election or appointment and cannot hold more than one governorship at the same school.

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

- is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced;
- is subject to:
  - a disqualification order or disqualification undertaking under the Company Directors Act 1986
  - a disqualification order under the Companies Directors Disqualification (Northern Ireland) Order 2002
  - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
  - 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 an order made by the Charity Commission or Commissioners or High Court on the grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned in the management or control of anybody;
- 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 working with children under sections 28,29, or 29A od the Criminal Justice and Court Services Act 2000;
- is disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding 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 3 months (without the option of a fine) in the 5 years before or since becoming a governor;
- has received a prison sentence of 2½ years or more in the 20 years before becoming a governor;
- has at any time received a prison sentence of 5 years or more;
- has been convicted under section 547 of EA 1996 (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992 (nuisance or disturbance on educational premise) during the 5 years prior to or since appointment or election as a governor;
- is employed at the school for more than 500 hours per academic year if wishing to stand for parent governor at the same school;
- is an elected member of the Local Authority (applies to parent and community governors only);

- has refused a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997 for a criminal records certificate
- has been disqualified from holding office as a governor of this school due to failure to attend governing body meetings for a continuous period of six months
- has been removed as a governor at a school under Regulation 25 of the School Governance (Constitution and Federations) (England) (Amendment) Regulations 2017 within the last 5 years

(For further clarification or advice on eligibility, please contact your Executive Headteacher)