

# Brighouse High School

Finkil Street, Brighouse, West Yorkshire, HD6 2NY. Tel 01484 710408 Fax 01484 400638  
Email: admin@brighouse.calderdale.sch.uk Website: www.brighouse.calderdale.sch.uk  
Headteacher: Mr R. Horsfield, LLB, B.A (Hons)



13<sup>th</sup> September 2021

Dear Parents

## ELECTION OF PARENT GOVERNORS

There are vacancies on the governing body for two Parent Governors.

As these are elected posts, an election must now be held. I therefore proceed to the first step in the election process which is to invite any parent\* with a pupil registered at Brighouse High School to stand as a candidate.

Governors, under academy status, are in fact directors of the Board of the Academy Trust and as a result have to be recorded as directors with the Companies Registrar. They are collectively responsible for the following tasks:

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

All of these tasks are shared between members of the Governing Body which, in an Academy, is legally responsible for every aspect of school life as laid down by the Companies' Act 2006, the Charities Commission, and the Governors' Handbook (downloadable at <https://www.gov.uk/government/publications/governors-handbook--3>). This responsibility is exercised in practice through meetings of:-

### The Full Governing body

**Policy Committee** – which is the staffing committee and also co-ordinates the work of the other committee

**Finance, Risk & Audit Committee** – which monitors budgets, accounts, costing and contracts, buildings, grounds, capital developments, risk, health and safety.

Governors can choose or are approached to be members of the Finance, Risk & Audit committee. Membership is formally declared as this gives the right to vote on any matters that require such at Committee meetings. Otherwise, although governors may attend and express their views, they cannot vote.

Governors are expected to attend the once termly meetings of the full governing body. (However, if business is significant, two meetings per term may be held.) Governors who are formal members of a committee must attend meetings of these as well. These committees meet three times a year. Therefore a governor who is a formal member of one committee can expect to be committed to between three and nine meetings a year. There are further commitments for Chairs and Vice Chairs of committees who, by virtue of office make up the Policy committee but this is unlikely to affect new governors in their first or second year.

It is essential that parents are fully represented on the Governing Body so I do ask you to consider this matter very carefully. However, please note that if you are a parent working for a local authority\*\*, you should contact the School (Kath Jackson) before you apply in order to understand the limits on the numbers of "local authority related persons" who may be on a school governing body. You do not need to be an "expert" in education. Indeed, parents from all walks of life are encouraged to contribute their experience and knowledge to the many and varied decisions that have to be made by the Governing Body. However, please note the government's view on governing bodies as expressed in the Governors' Handbook (section 1.7):- "The government values every person who volunteers to help improve their school by being a governor. How well a governing body does its job has a real impact on the success of a school. So although they are made up of volunteers, governing bodies cannot afford to be amateur and must be held to account for their effectiveness."

To help you become a fully effective governor, you will, once elected, receive support from other governors and training is offered to help you understand your role and responsibilities. Although such training is not compulsory, it is strongly encouraged but it is free of charge. (Some training will be within the actual governors' meetings you will be expected to attend.)

If you would like to find out more about becoming a governor, a meeting will be held at **5:00pm in the Mulberry Suite at the 6<sup>th</sup> Form Centre on Monday 20<sup>th</sup> September 2021.**

Please email [kath.jackson@brighthouse.calderdale.sch.uk](mailto:kath.jackson@brighthouse.calderdale.sch.uk) if you wish to attend. The meeting will give you the opportunity to ask the head teacher and the governor in charge of training about their experience of the governing body and the responsibilities involved. Please also see the 'Being a School Governor – Useful Information' document for further information.

The term of office for all governors is 4 years, but you may resign at any time. Even if your child leaves the school you will be able to complete your term of office if you wish.

If we receive more nominations than parent governor vacancies available, then it will be necessary to hold an election by secret ballot so that all parents can choose who will represent them on the Governing Body.

Any parent with a child on the register of this school may stand as a candidate by completing the attached nomination form and returning it to Kath Jackson (by post, via your child at school or via e-mail (pdf file) to Kath Jackson at [kath.jackson@brighthouse.calderdale.sch.uk](mailto:kath.jackson@brighthouse.calderdale.sch.uk) no later than **4:00pm on 27<sup>th</sup> September 2021.** You may nominate yourself if you wish. Please also submit a short personal statement in support of your candidature.

**Please do not forget that should you be elected as a governor you will be asked to complete an application form for clearance through the Disclosure and Barring Service (DBS).  
(This service is free of charge to governors.)**

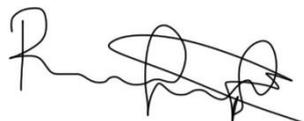
**Confirmation as a governor cannot legally take place until clearance has been given by the DBS.**

As part of the election process, candidates are asked to:-

1. prepare a short statement in support of their candidature which will be circulated with the ballot forms and
2. attend an election meeting in the **School Hall (Finkil Street) at 5:00pm on 12<sup>th</sup> October 2021** at which parents may cast their votes (if they have not already done so beforehand) and the votes are counted.

We really do hope you will take this opportunity to participate in School life and we thank you in advance for giving it your consideration.

Yours sincerely



R Horsfield  
Returning Officer

\*The interpretation of "parent" includes any individual who has or has had parental responsibility for, or cares, or has cared for, a child or young person under the age of 18.

\*\* Usually, any parent who is a Local Authority Associated Person (typically a councillor or employee of Calderdale or another local Council) must seek permission of his / her LA to stand and must inform the School at the outset of this relationship. The School is not allowed to have more than 19.9% of its governors as LA Associated Persons..

**NOMINATION FORM FOR PARENT GOVERNOR**

There are two vacancies for parent governors.

Before completing this nomination form you should take note of the “Qualifications and Disqualifications” associated with the form. These prevent certain people from holding governorships. A nominee, if elected, must also complete and submit an application to the Disclosure and Barring Service and be formally cleared before they can officially become a governor. Please remember to follow the protocols for Local Authority Associated Persons.

**(a) Please complete this section if you wish to nominate yourself.**

I wish to nominate myself as a Parent Governor			
Name		Telephone Home:	
Address		Mobile:	
		Work:	
		Email	
Signed			
<b>PLEASE NOTE: A nominee’s signature on the declaration form is taken as a declaration of their eligibility and their permission for a DBS check to be carried out, should they be elected.</b>			

**(b) Please complete this section if you wish to nominate someone else.**

I wish to nominate the person named below as a candidate for Parent Governor.

Name of nominated person: .....  
 (please supply full name and surname)

Address: .....  
 .....

Email ..... Telephone No. ....

Signature of person nominated: .....  
 -----

My name is: .....

My address is: .....

I have approached the person I have nominated and he/she is willing to stand for election and my signature below also indicates that he/she has read the notes on eligibility to stand.

Signature of the person making the nomination: .....

**PLEASE NOTE: A nominee’s signature on the declaration form is taken as a declaration of their eligibility and their permission for a DBS check to be carried out, should they be elected.**

To be valid, the completed nomination form must reach Kath Jackson by **4:00pm on 27<sup>th</sup> September 2021**. If you send in your nomination by e-mail, it must be signed so you are advised to scan your completed form after signing it and sending it to us as a .pdf file.

In this election the Returning Officer is: Mr R Horsfield