



McMillan Nursery School
Parent Governor Election
Notice of Election

Tuesday 10th March,

Dear Parent,

We have a vacancy for two parent governors on the governing body of this school. They are elected by the parents of pupils at this school to serve a 4-year term of office.

You may, if you wish, put yourself forward for election, using the attached nomination form and application.

Please read the information given with this letter.

The timetable for the election is:-

1. Nomination and Application Form to be returned to Cathy Stokes Headteacher, Returning Officer for Governor Election by 12.00 noon on Tuesday 24th March 2026

If there is more than 2 parents interested, then voting will take place

2. Ballot papers to be sent to all parents on Wednesday 25^h March 2026

(Voting will only take place if there are more nominations than vacancies)

3. Ballot papers to be returned to me by 12.00 noon on Wednesday 21st April 2026

4. The votes will be counted at 3:30 p.m. on Wednesday 21st April 2026 after which the result will be announced.

Governors have an important and influential role to play in the life of our school, and I do hope you will be able to take part in this election by becoming a candidate and by casting your vote when the time comes.

If you require any further information about being elected to the governing body, please do not hesitate to contact me.

Yours sincerely,
Cathy Stokes
Headteacher
Returning Officer for Governor Election

Information About Parent Governors

All maintained school governing bodies must have at least two parent governors.

Who are Parent Governors?

Parent governors are elected by parents of children at the school. For a person to stand for election and to vote in a parent governor election he/she must either be the natural parent of a child registered at the school, or be a person with parental responsibility for, or having care of, such a child.

In maintained nursery schools parents of children for whom educational or other provision is made on the premises of the school at the time of the election are also eligible to stand for election and vote in a parent governor election.

If there are insufficient eligible candidates for the vacancies at an election the governing body can appoint a parent governor, but there are restrictions on who can be appointed.

Governors normally serve for four years unless a shorter term is specified in the Instrument of Government for the school. If a parent governor ceases to be the parent of a child registered at the school within the period for which they have been elected, he/she may continue to be a governor for the rest of his/her term of office.

What are Parent Governors?

Parent governors have the same rights, responsibilities and duties as other governors.

Parent governors should play a full and active part in the governing body but,

Parent governors, like other governors, do not have the power to act as individuals or as a group, unless specifically authorised to do so by the governing body.

Parent governors are not on the governing body simply to represent the interest of parents, or to be the only link with parents because all governors must have regard to these issues.

What do governors do?

All maintained schools have a governing body which together with the headteacher sets the aims and policies of the school. The headteacher is responsible for the day to day management of the school. Together the governing body and headteacher must ensure the school provides good quality education and helps to raise standards.

The governing body:

- is accountable for the performance of the school to the parents and the wider community
- plans the school's future direction
- selects the headteacher
- makes decisions on the school's budget and staffing

- makes sure the National Curriculum is taught
- decides how the school can encourage pupils' spiritual, moral and cultural development
- makes sure the school provides for all its pupils, including those with special educational needs.

How much time will it take?

To be an effective member of the governing body team, it takes time. You will need to prepare for and attend at least three full governing body meetings per year. You will also be involved in one or two committees dealing with finance, staffing, curriculum or premises. These usually meet at least once a term. In addition some governors take on other roles such as Special Educational Needs governor.

The amount of time you will need to give depends on how involved you become but governing bodies cannot operate effectively with passengers. You must be prepared to take more than an interest.

What support is available?

Lancashire County Council and the associated dioceses/church authorities provide a wide range of support services and training for governors.

All new governors receive an introductory pack of materials from the county council which outlines the range of training opportunities available to governors and governing bodies and provides the basic reference documents. There is also a termly newsletter which helps to keep governors up to date with recent developments.

Sometimes governing bodies have difficult decisions to take. In such cases the governing body has access to support and advice from the county council and the church authorities/dioceses as appropriate.

If you require more information about being a governor speak to the headteacher at your child's school or contact Governor Services on 01257 516147, governors.central@lancashire.gov.uk .

A. Eligibility

1. All parents of pupils at the school and, in the case of maintained nursery schools, parents of children for whom educational or other provision is made on the premises of the school can be nominated as a candidate for a parent governor election except for:

- (a) Elected Members of the Local Authority
- (b) Anyone paid to work at the school for more than 500 hours in any consecutive 12 month period.

B. Nomination

1. Any parent who wants to be nominated can be proposed by another parent of children at the school using the nomination form. It should be completed and sent to Cathy Stokes (Headteacher) Returning Officer by 12.00 noon on Monday 13th November 2023. Please note there can be no extension beyond this time and date.
2. Any parent can also self-nominate using the nomination form. It should be completed and sent to Cathy Stokes (Headteacher) Returning Officer by 12.00 noon on Monday 13th November. Please note there can be no extension beyond this time and date.
3. Candidates should also complete the biographical details. This information will be sent with the voting papers to all parents to help them decide how to use their votes.

C. Parent Governors

(See also information sheet on parent governors)

1. The governing body of the school has several categories of governor, and "parent governor" is one of these categories. All governors carry equal status.
2. Responsibility rests in the governing body as a whole. Individual governors only have responsibility collectively in the governing body. To be a governor does not give personal authority.
3. The term of office for a parent governor is 4 years, and a parent governor does not have to resign if his/her child ceases to be a pupil at the school before that period of time ends, though s/he may do so if s/he wishes.

D. Disqualification

Regulations disqualify certain individuals from becoming a governor. The attached appendix lists the disqualification criteria. Prospective governors should read it carefully before proceeding with their nomination.

Nomination Form

| | NAME Mr/Mrs/Miss/Ms | ADDRESS | SIGNATURE |
|----------|------------------------|---------|-----------|
| Nominee | | | |
| Proposer | | | |

Declaration of Nominee: I am willing to accept nomination and confirm I am not disqualified from becoming a governor. Should I be elected I agree that if I subsequently become disqualified, I will notify the Clerk to Governors in writing.

Should I be elected I understand that information on my governorship will be made available to the County Council for its use in providing support to school governors*.

* In this respect the Data Controller is Lancashire County Council and the nominated officer for data protection is the Data Protection Officer.

Signed:

Date:

This form must be returned to the Headteacher/Returning Officer by 12.00 noon on Tuesday 24th March 2026

Late nominations will not be accepted.

Application for appointment as a Parent Governor

School Name:

*1. Surname *2. First Name(s)

*3. Title (Mr/Mrs/Ms/Miss) or other

*4. Address (including postcode)

*5. Telephone Number (home) (work)
(fax) (e-mail)

*6. Are you a governor at another school?
(if yes please give the names)

*7. Have you previous experience as a governor?
(if yes please give name of school(s) and dates)

8. Please outline your experience of other work with schools or in educational settings
(eg volunteer helper, member of PTA etc)

9. Please outline any experience, at home, at work or elsewhere which may be relevant to
you becoming a governor:

10. Please set out below why you would like to become a governor, and any particular areas in
which you feel you would be able to contribute to the work of the governing body:

11. (a) What is your interest in/knowledge of the school? _____
.....
.....

(b) Have you a past or present association with the school? If so, what is it? _____
.....
.....

12. In appointing a parent governor the governing body may only appoint a person who meets certain criteria. Please tick the relevant box(es) which apply to you:

(a) All schools except community special and foundation special schools

- I am the parent of a registered pupil at the school
- I am the parent of a former registered pupil at the school
- I am the parent of a child under or of compulsory school age

(b) Community special and foundation special schools

- I am the parent of a registered pupil at the school
- I am the parent of a former registered pupil at the school
- I am the parent of a child under or of compulsory school age with special educational needs for which the school is approved
- I am a parent with experience of educating a child with special educational needs

Please complete and sign the following declaration:

- I would like my application to become a parent governor to be considered.
- I agree to abide by any code of practice which has been adopted by the governing body which outlines the purpose of the governing body and describes the appropriate relationship between individual governors, the whole governing body and the school.
- I am willing for the information on my governorship to be made available to interested parties in relation to the purposes outlined below. (Tick this box if you are not willing)

1. The information on the form will be made available to the governing body in order for the appointment to be considered.

2. If you are appointed the information marked * will be held and be used by the County Council only to allow the County Council to provide support to school governors. The Data Controller is Lancashire County Council and the nominated officer for data protection is the Data Protection Officer.

- I certify that I have read and considered the criteria for the disqualification of governors set out at the end of this letter and confirm that I am not disqualified from becoming a governor. I agree to inform the Clerk to Governors, in writing, immediately should I cease to be qualified to serve as a governor.

Signed _____ Date _____

Please return this form to: Cathy Stokes Head Teacher/Returning Officer by 12:00 Noon,
Tuesday 24th March 2026 _____
.....

Disqualification from holding a governorship

Regulations disqualify certain individuals from becoming a governor. Before you can be appointed as a governor you are required to confirm that you are not disqualified from becoming a governor. You are required to notify the Clerk to the Governing Body, in writing, if you subsequently become disqualified from continuing as a governor.

Further information on the criteria can be found in the DfE Guide to the Law for School Governors and the School Governance (Constitution) (England) Regulations 2012, Schedule 4. This section refers specifically to disqualification from governorship. Alternatively contact Governor Services on 01257 516147.

Qualification and Disqualification Criteria

1. A governor must be aged 18 or over at the time of their election or appointment.
2. A person cannot hold more than one governorship at the same school.
3. A person is disqualified from being a governor if they:
 - $\frac{3}{4}$ have had their estate sequestrated (temporarily repossessed) and the sequestration has not been discharged, annulled or reduced; or they are the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
 - $\frac{3}{4}$ are subject to a disqualification order under the Company Directors Disqualification Act 1986, an order or undertaking under the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2) of the Insolvency Act 1986;
 - $\frac{3}{4}$ have been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body;
 - $\frac{3}{4}$ are included in the list of people considered by the Secretary of State as unsuitable to work with children;
 - $\frac{3}{4}$ are subject to a direction under Section 142 of the Education Act 2002;
 - $\frac{3}{4}$ are barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006;
 - $\frac{3}{4}$ are disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000;
 - $\frac{3}{4}$ are disqualified from registration for childminding or providing day care under Part 2 of the Children and Families (Wales) Measure 2010 ;
 - $\frac{3}{4}$ are disqualified from registration under Part 3 of the Childcare Act 2006;
 - $\frac{3}{4}$ have been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor;
 - $\frac{3}{4}$ have received a prison sentence of 2½ years or more in the 20 years before becoming a governor;
 - $\frac{3}{4}$ have at any time received a prison sentence of five years or more;
 - $\frac{3}{4}$ have been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor;
 - $\frac{3}{4}$ refuse to an application being made to the Criminal Records Bureau for a criminal records certificate.

Additionally parent governors cannot be elected members of the local authority or employed to work at the school for more than 500 hours in any consecutive twelve month period.

