**RE: Notice of staff local governor election**

Dear colleagues,

We currently have a vacancy for a staff local governor and are seeking nominations for an enthusiastic and committed staff member to join the local governing board.

The core functions of the local governing board are:

* Ensuring clarity of vision, ethos and strategic direction.
* Holding senior leaders to account for the educational performance of the organisation, its pupils, and the performance management of staff.
* Overseeing the financial performance of the organisation and making sure its money is well spent.

All full-time and part-time members of staff employed by Diocese of Gloucester Academies Trust under a contract of employment to work at the school, but not supply teachers, are eligible to be elected and to vote in an election. The term of office for all local governors, including staff governors, is four years.

We aim to build a board comprising local governors with a diverse range of skills, experiences, qualifications, characteristics and perspectives, who are from different backgrounds and settings. A diverse governing board will help children from all backgrounds to succeed and thrive. It allows us to create a culture of inclusion, challenge barriers, biases and stereotypes, and provide a diverse range of role models for pupils. We encourage all staff, regardless of age, experience and background, to apply for the staff local governor role.

We always aim for positive and purposeful partnerships with all stakeholders, which undoubtedly bring important benefits to the pupils. One of the most significant ways you can help in promoting this aim is to volunteer to be a staff local governor. The local governing board’s main tasks are to support the school, ensure that all pupils receive a high-quality education, ensure the Christian character and vision of the school and Trust is preserved and plan for future development and improvement.

Staff local governors are welcomed as valued members of the team and play a vital role in ensuring the local governing board is aware of the views of the staff team.

The local governing board currently meet as a board x times a year; meetings usually start at xxx and finish around xxx. All meetings are held at the school. If needed, additional meetings will be planned with seven days’ notice given, unless there are extraordinary circumstances. We also have the following committees:

[Insert details of all committees]

All local governors are invited to join the committee that their skills and experience match with or that matches their interests. Committee meetings are usually held on a [insert day] at [insert time].

Local governors are occasionally required to visit the school during the day for monitoring visits and are encouraged to support school events, where possible – although we strive to maintain the work-life balance of all local governors, including staff local governors.

We offer all new local governors a comprehensive and supportive induction, and each new local governor is assigned a mentor. Full training for the role is also available.

If you are interested in becoming a staff governor, please complete the attached self-nomination form and place it [insert location of ballot box] by [insert time] on [insert date].

When nominating yourself or someone else for the role of staff local governor, you are nominating the person you believe has the skills and commitment to undertake the role. You are also nominating someone you trust to represent the views of staff when working with other local governors and the Headteacher, to promote high standards, and to strategically develop the school. The staff local governor’s role is not to represent individual staff members’ views or to report back directly to the staff team. Confidentiality is a vital aspect of the role.

Should you have any questions about the role, please do not hesitate to contact our Chair of the Local Governing Board, [insert name of chair of governors] whose email address is [insert email address].

Please complete the attached supporting statement form, not exceeding one side of A4. If there are more nominations than vacancies, an election will be held and all staff members eligible to vote will be sent a voting paper. In the event of an election, candidates supporting statements will be shared with staff eligible to vote in the format they have been submitted. It is recommended that a word-processed PDF version is submitted where possible. Handwritten submissions will not be transcribed.

Yours sincerely,

[Insert name]

[Insert role]

**Staff local governor nomination form**

Please complete section one for self-nomination and refer to the information on the reverse of this form to make yourself aware of the circumstances in which a person may not be permitted to stand for the role of staff local governor. If you are nominating someone other than yourself, please complete section two of this form, reviewing the reverse of this page to ensure that the individual in mind is suitable for the position.

**Section one – self nomination**

|  |  |
| --- | --- |
| I wish to nominate myself for the role of staff local governor at **name of school**. I have read the information on disqualification and confirm that I am eligible to stand for election. | |
| Name: |  |
| Email address: |  |
| Signature: |  |

**Section two – nominating someone else**

|  |  |
| --- | --- |
| I wish to nominate another member of staff for the role of staff local governor at **name of school**. I confirm that I have informed my colleague of my intention to nominate them and they are willing to be nominated for election. | |
| **Nominating staff member** | |
| Name: |  |
| Email address: |  |
| Signature: |  |
| **Nominee’s details** | |
| Name: |  |
| Email address: |  |
| Nominee’s Signature: | I have read the information on disqualification and confirm I am eligible to stand for election. |
|  |

Please place your nomination form in xxxx no later than xxx on xxx. The returning officer for this election is **name of returning officer**, **role of returning officer**.

If there are more nominations than vacancies, an election will be held and all staff members will be sent a voting paper.

**Staff governor election: supporting statement.**

Please complete the attached supporting statement form, not exceeding one side of A4. In the event of an election, candidates supporting statements will be shared with staff eligible to vote in the format they have been submitted. It is recommended that a word-processed PDF version is submitted where possible. Handwritten submissions will not be transcribed.

|  |  |
| --- | --- |
| **Candidate name:** |  |
| **Supporting statement** | |

**Disqualification from holding or continuing to hold office as a local governor of a DGAT academy.**

**The DGAT articles of association, state that ‘Articles 68 to 74, Articles 77 to 79 apply to any committee of the Directors, including a Local Governing Body, who is not a Director’. Therefore, a member of staff is disqualified from holding or continuing to hold office as a local governor of a DGAT academy in the following circumstances (adapted from the DGAT Articles of Association).**

* Unless they are aged 18 or over at the date of their appointment.
* If they become incapable by reason of illness or injury of managing or adminsutering their own affairs.
* If they are absent without the permission of the Directors or other members of the Local Governing Board from all their meetings held in a period of six months and the Directors resolve that their office be vacated.
* If their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced.
* They are subject of a bankruptcy restriction or an interim order.
* If at any time they are subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section429(2) (b) of the Insolvency Act 1986 (failure to pay under county court administration order).
* If they have 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 they were responsible or to which they were privy, or which they by their conduct contributed to or facilitated.
* If at any time they have 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 178 of the Charities Act 2011.
* If they have not provided 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 Chair of the Board of Trustees or CEO confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, as 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 the Trust Articles a person becomes disqualified from holding, or continuing to hold office as a staff local governor, and they are proposed to be a such a governor or Director, they shall upon becoming disqualified give written notice of that fact to the Clerk.