



St. Clement's & St. John's CE Infant School
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17th November 2025

Dear Parent / Carer

St Clement's and St John's Infant and Bethany Junior Schools PARENT GOVERNOR VACANCY

I am writing to invite you to stand for election as a parent governor or nominate another parent to do so. In our schools we have provision for two parent governors and currently have one vacancy.

As a Local Governor at St Clement's and St John's Infant and Bethany Junior Schools, you will play a vital role in shaping the strategic direction of our school, ensuring our pupils receive the highest standard of education. This is a unique opportunity to develop your skills, both personally and professionally, while having a direct impact on the future of our school and community.

You might like to look at the information on the role of governors:

[https://www.nga.org.uk/getattachment/Governance-Recruitment/Be-a-school-governor-or-trustee/Governor-role-description-2017-\(1\).pdf?lang=en-GB](https://www.nga.org.uk/getattachment/Governance-Recruitment/Be-a-school-governor-or-trustee/Governor-role-description-2017-(1).pdf?lang=en-GB).

The governing board has a vital role to play in making sure every child receives the best possible education. This is achieved by ensuring that governors have the necessary skills and commitment to contribute to the effective governance and success of the school. The skills that governing boards need will vary and will include personal qualities and capabilities, such as the capacity and willingness to learn and work as part of a team. It is expected that governors will make use of the various training opportunities available to them and play a full part in the work of the governing board.

Parent governors are elected by and from the parents of children currently attending our school. They serve a four-year term of office and bring a very important and valued perspective to the work of the governing board.

If you are interested in becoming a governor, contact the clerk with your nomination (self-nomination is acceptable), which will need to be with the school by 12.00 noon on Wednesday 3 December 2025.

If there are more nominations than vacancies, a ballot will be held, and you will be sent a voting paper.

Time Commitment

6 Meetings per academic year and 3 school visits
Flexible to fit around most work and family commitments

Safeguarding

St Clement's and St John's Infant and Bethany Junior Schools School is committed to safeguarding and promoting the welfare of children. All appointments are subject to satisfactory completion of safeguarding checks.

St Clement's and St John's Infant and Bethany Junior Schools are committed to creating a diverse workforce. We'll consider all qualified applicants without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

The enclosed sheet summarises the circumstances under which someone cannot serve as a governor. In addition, parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in these elections. Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election, please complete the enclosed nomination form and return it to the school or via email to the Clerk to the Governing Body at hazel.serkis@coastalpartnership.co.uk no later than **12 noon Wednesday 3 December 2025**.

Please include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted, but if you are nominating another parent, please seek their prior consent.

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary voting papers will be sent to all parents together with details of the ballot procedure. Please note that if there is a need to go to ballot your personal statement will be sent to all parents to allow them to make a decision.

If you would like to find out more about the role, please do not hesitate to contact the Clerk to Governors, hazel.serkis@coastalpartnership.co.uk

Yours faithfully

H Serkis

Hazel Serkis
Clerk to the Governors/Returning Officer

Election of Parent Governors –
St Clement's and St John's Infant and Bethany Junior Schools

Please enter in BLOCK LETTERS the name and address of the person wishing to stand for election:

Name: _____

Address: _____

Signature of person: _____

Signature of proposer (if different to nominee): _____

Name and address in BLOCK letters of proposer (if different to nominee):

Personal Statement (maximum 250 words)

I confirm that I am willing to stand as a candidate for election as a parent governor and that I am not disqualified from holding office for any of the reasons set out in the School Governance Regulations and I am not employed by the school for more than 500 hours within a continuous 12-month period.

Signature

Date

**Completed nomination forms must be returned to the school or by email
by 12 noon Wednesday 3 December 2025**

Qualifications and Disqualifications to Serve as a School Governor

Qualifications and disqualifications to serve as a Governing Body Member:

A person must be aged 18 or over at the date of their election or appointment. No current pupil of the academy/one of the academies in the trust shall be a trustee.

A person shall be disqualified from holding office or continuing to hold office as trustee/local committee member if:

- s/he becomes incapable by reason of illness or injury of managing or administering his own affairs;
- s/he is absent without the permission of the trustees from all their meetings held within a period of six months, and the trustees resolve that his office be vacated;
- s/he has been declared bankrupt and/or his estate has been seized from his possession for the benefit of his creditors and the declaration or seizure has not been discharged, annulled or reduced; or
- s/he is the subject of a bankruptcy restrictions order or an interim order;
- s/he is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986; or
- s/he is subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- s/he ceases to be a trustee by virtue of any provision in the Companies Act 2006;
- s/he is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision); or
- s/he is otherwise found to be unsuitable by the Secretary of State;
- s/he has 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 he was responsible; or to which he was privy; or which he, by his conduct, contributed to or facilitated;
- s/he has, at any time, 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;
- s/he has not provided to the chairman of the trustees a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997.