

NOTRE DAME HIGH SCHOOL NORWICH

ELECTION OF STAFF GOVERNORS

NOMINATION PAPER

Please Note: Sections A, B and C must be completed. The candidate, the proposer and seconder must be staff entitled to vote in the election. A candidate may not propose or second himself/herself.

SECTION A

The proposer should complete this section

I _____ propose _____

(Full name of proposer - block capitals please)

(Full name of candidate - block capitals please)

for election as staff governor at Notre Dame High School.

Date _____ Signed _____

(Signature of proposer)

SECTION B

The seconder should complete this section

I the undersigned second the above proposal.

Full name of seconder

(block capitals please)

Signature of seconder

SECTION C

I am willing to serve as a staff governor at Notre Dame High School

Full Name of candidate

(block capitals please)

Signature of candidate

Please note space is provided overleaf for the candidate to provide brief biographical details of ***not more than one hundred words***, to go out with the ballot papers. Any words in excess of one hundred will be deleted.

Brief Biography of _____

Candidate for staff governor election at Notre Dame High School.

(100 words maximum)

Signature of candidate _____ Date _____

GUIDANCE NOTES FOR STAFF GOVERNOR ELECTIONS

The composition of the governing body is set out in the Articles of Association (available on the St John the Baptist Catholic Multi Academy Trust website).

Staff governors are elected by and from the staff at the school.

Only if numbers of nominations received are greater than the numbers of vacancies will there be an election.

Any election will be by secret ballot.

Each ballot paper shall bear a distinguishing mark and a record of its issue be kept.

Each person with voting entitlement shall be allowed to return one ballot paper in a sealed envelope. Those not returned in sealed envelopes will be invalid.

Each person eligible to vote shall be entitled to vote for as many candidates as there are vacancies in the election. No arrangements shall be made for proxy voting.

Ballot papers must be returned by the date and time fixed by the Headteacher.

Any person entitled to vote may attend the count of ballot papers.

A notice of the result of the election shall be posted on the school website for a period of 14 days from the "date of the election". During this period any candidate, proposer or seconder of a candidate may object to the result of the election.

The elected staff governor(s) will serve for a term as identified in the Articles of Association or four years from the date of election.

A staff governor may stand for re-election after serving a full term of office.

Any governor may resign at any time during their period of office.

A staff governor must resign their post as staff governor if they leave the school.

Being a Governor at Notre Dame

At Notre Dame, Governors are invited to attend termly Full Meetings of the Governing Body, usually held on Thursdays from 9:00 am to Midday, and to sit on one (or two) of the committees which meet half termly (starting at 4pm and lasting approximately 2 hours). There are three Governors Committees:

- i. Resources Committee (covering finance, premises and staffing)
- ii. Teaching, Learning and Standards Committee
- iii. Pastoral and Admissions Committee

NB. Staff Governors do not normally sit on the Resources committee as this discusses staffing matters.

Governors are expected to undertake appropriate training for the role (which is funded by the school). Committee meetings are conducted in a friendly atmosphere and new and inexperienced governors rapidly feel at home. The school utilises the full training package offered online by GovernorHub Knowledge.

Eligibility

Staff governors are elected by, and from the staff at the school. They may include part-time staff and peripatetic teachers. Any person who is employed under a contract of employment or a contract for services, or who is otherwise engaged to provide his/her services, must be offered a chance to stand for election (if eligible) and to vote for the candidate of their choice. The term of office for staff governors is four years unless varied by the governing body's Articles of Association. Governors can stand for re-election when they have served out their current term. If they cease to be employed at the school they must stand down from the governing body.

Qualifications and Disqualifications

(Schedule 6 of the Constitution Regulations)

I declare that I am not disqualified from serving as a school governor and that:

- **I am** aged 18 or over at the date of this election or appointment;
- **I do not** already hold a governorship of the same school;
- **I am not** a person who is detained under the Mental Health Act 1983;
- **I am not** the subject of a bankruptcy restrictions order or an interim order;
- **I have not** had my estate sequestrated and the sequestration has not been discharged, annulled or reduced
- **I have not** been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the 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;
- **I am not** included in the list (List 99) of teachers and workers with children or young persons whose employment is prohibited or restricted;
- **I am not** disqualified from registration for child minding or providing day care;
- **I am not** disqualified from working with children or subject to direction under section 142 of the Education Act 2002;
- **I am not** disqualified from registration under Part 3 of the Childcare Act 2006;
- **I have not**, in the five years prior to becoming a governor, received a sentence of imprisonment, suspended or otherwise, for a period of not less than three months without the option of a fine;
- **I have not**, received a prison sentence of 2.5 years or more in the past 20 years;
- **I have not**, at any time, received a prison sentence of five years or more;
- **I have not** been fined, in the five years prior to becoming a governor, for causing a nuisance or disturbance on school or education premises.