

**TO:** All Parents of Children Registered  
At Church Aston Infant School

21<sup>st</sup> January 2026

Dear Parent

**NOTICE OF PARENT GOVERNOR ELECTION AND REQUEST FOR NOMINATIONS**

I am writing to invite parents, guardians and carers of registered pupils to put their names forward for election to serve as parent governors of this school. There is one vacancy. The term of office of the elected candidates is expected to start on 24<sup>th</sup> March 2026 and will last for four years.

Please read the notes on the back of this letter and if, after doing so, you would like to put your name forward as a candidate please complete the Candidate Nomination Form (Form 2) and the Disqualification Declaration Form (Form 3) and return them to me by 2<sup>nd</sup> February 2026 at 5:00pm. It may be that you would wish to propose another parent to serve as a parent governor. Please note that in this case the parent in question should complete the nomination form after you have discussed the possibility.

Candidates need to submit a personal statement in support of their nomination, not more than 500 words giving:

- Evidence of skills and experience the governing body desires.
- And / or their commitment to undertake training to acquire or develop skills to be an effective governor
- If seeking re-election details of their contribution to the work of the GB during previous term of office.
- How they plan to contribute to the future work of the GB

They may not indicate that they are endorsed or supported by any particular group.

Only parents who now have and will have children registered at the school on 2<sup>nd</sup> February 2026 and 24<sup>th</sup> March 2026 are eligible to stand for election.

If it is necessary for there to be an election I will provide further details of the arrangements.

Yours sincerely

Sarah Pitt

Headteacher

**Enclosures:**      **Candidate Nomination Form (Form 2)**  
                          **Disqualification Declaration Form (Form 3)**

**Notes:**

Telford & Wrekin Council is committed to equal opportunities and positively welcomes nominations from all sections of the community irrespective of race, colour, gender, sexuality or disability. All persons wishing to be considered as school governors must be committed to the Council's Equal Opportunities Policies.

'Parent' includes anyone who is not a parent but who has parental responsibility for, or who has the care of, a pupil at the school. For maintained nursery schools only, this includes parents of any children for whom any service is provided at the maintained nursery school.

A person is disqualified from election or appointment as a parent governor of a school if s/he is:

- an elected member of Telford & Wrekin Council;
- paid to work at the school concerned for more than 500 hours in any twelve months period beginning 1 August and ending 31 July.
- disqualified from appointment as a governor because they fall into any of the categories in the Disqualification Declaration Form (Form 3).

A parent governor may serve out their term of office if his or her child leaves the school before the end of their term of office or commences work at the school.

There is a statutory requirement for elected candidates to satisfactorily complete DBS check before their appointment as a governor can be confirmed. These checks will take place after the election of the successful candidate(s) and will include an identity check and a check against the List99 of persons whose employment or voluntary work with children or young people is not prohibited or restricted. In addition any new, re-appointed or serving governor whose activities or actions give "cause for concern" will be required to apply to the Disclosure & Barring Service (DBS) for a 'Disclosure' of any criminal record.

**FORM 2**

Please return to the Headteacher of Church Aston Infant School by 2<sup>nd</sup> February at 5:00pm.

**CANDIDATE NOMINATION FORM - PARENT GOVERNOR ELECTION**

I wish to serve as a Parent Governor and be a candidate if an election is necessary.

A personal statement of not more than 500 words is enclosed.

**First name/s** \_\_\_\_\_

**Surname** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signed** \_\_\_\_\_



## TELFORD AND WREKIN LOCAL AUTHORITY

### SCHOOL GOVERNORS: DISQUALIFICATION DECLARATION FORM 2021

#### TO BE COMPLETED BY GOVERNOR:

Title [Mr / Mrs / Miss / Ms / Dr / Revd etc]:

All First Names:

Surname:

All Previous Name(s):

Address:

Post Code: Email Address:

Telephone numbers: (home):

(work):

(mobile):

Date of birth:

School:

Category of Governor:

#### TO BE COMPLETED BY SCHOOL/ACADEMY

**DBS Certificate No:**

[Governors cannot be appointed without a DBS check]

**Date of Issue:**

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

- I am not a registered pupil of the same school;
- 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;
- (in relation to staff and parent governor elections or appointments only) I have not been disqualified from holding office as a staff or parent governor at the same school through failure to attend meetings without consent;
- I have not within the last twelve months been disqualified through failure to attend meetings without consent from election or appointment as a foundation governor (other than an ex-officio foundation governor), LA governor, co-opted governor, partnership governor or sponsor governor at the same school;
- I am not the subject of a bankruptcy restrictions order or an interim order, and nor has my estate been sequestered (temporarily repossessed) and the sequestration has not been discharged, annulled or reduced;
- I am not subject to:
  - (a) a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986;
  - (b) a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989;

- (c) a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002; or
- (d) an order made under section 429 (2) (b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- **I have not** been removed from the office of trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which I was responsible or to which I was privy or, to which I contributed or which I facilitated by my conduct or, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005
- **I have not** been removed from being concerned in the management or control of any body;
- **I am not** included in the list kept under section 1 of the Protection of Children Act 1999 of those persons considered by the Secretary of State as unsuitable to work with children;
- **I am not** subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction), prohibiting or restricting my employment as a teacher, other employee or worker with children in any school (ISA list);
- **I am not** disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000;
- **I am not** disqualified from registration under part 10A of the Children Act 1989 for child minding or providing day care;
- **I am not** disqualified from registration under part 3 of the Childcare Act 2006;
- **I am not** disqualified from being the proprietor of or taking part in the management of any independent school;
- **I have not** been convicted, whether in the United Kingdom or \*elsewhere, of any offence and had passed upon me a sentence of imprisonment whether suspended or not: either,
  - in the five years prior to the date of this governorship for a period of not less than three months without the option of a fine or,
  - in the twenty years prior to the date of this governorship for a period of not less than two and a half years or,
  - at any time for a period of not less than five years.

(\*convictions by courts outside the United Kingdom for offences which would not have been an offence in any part of the United Kingdom can be disregarded).

- **I have not** been sentenced to a fine, in the five years prior to the date of this governorship, for causing a nuisance or disturbance on educational premises;
- **I am not** currently disqualified from holding or continuing to hold office as a governor by virtue of having refused a request by a clerk to a governing body to make an application under section 113 of the Police Act 1997 for a criminal records certificate. **Nor have I refused** such a request by the clerk to this governing body in relation to this governorship.
- **I understand that** I will be required to apply to the Disclosure & Barring Service (DBS for a disclosure of criminal records if any activities or actions provide “cause for concern”.
- **I also understand that** failure to:
  - submit a fully completed and signed declaration form;
  - provide appropriate identification;
  - consent to a Section 128 check

will disqualify me from being elected or appointed or re-appointed as a governor.

**I will show the original Enhanced DBS Certificate to the school.**

*Personal Data: Telford & Wrekin Council collects your personal data in connection with your role as a school governor under Article 6(1)(b) of the General Data Protection Regulations 2018 or equivalent United Kingdom legislation. Telford & Wrekin Council will not share any of your personal data with external organisations, unless required to do so by law, or to enable you to be invited to Virtual Meetings and Governor Training through Microsoft Teams. For further details on the council's privacy arrangements please view the privacy page on the council's [website page](#).*

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_