THE WICKFORD FEDERATION
GOVERNING BODY

Dear Parents & Carers,

PARENT GOVERNOR ELECTION

I am writing to you to invite you to stand for election as a parent governor or nominate another parent to do so. Wickford Federation has provision for 1 parent governor and there is currently 1 vacancy.

The governing body along with the headteachers, have overall responsibility for the running of Beauchamps High School and Wickford Primary School. Governing bodies have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding the headteachers to account for the educational performance of the schools and their pupils.
- Overseeing the financial performance of the schools and making sure their money is well spent.

Following a recent skills/experience audit at the governing body we would particularly welcome applications from parents with a background or experience in finance, accounting, or business management. The most important thing is to have a keen interest in the schools and be prepared to play an active part in the governing body's work. Training is available for all governors and this body of governors has an expectation that those new to governance attend induction training as a minimum. The attached sheet summarises the circumstances under which someone cannot serve as a governor. Nominations must be from parents or carers with children at Beauchamps High School on the day that nominations close.

If you would like to stand for election, please arrange for the nomination form to be completed and returned to the school not later than **2nd November 2026**. You may also 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 letters will be emailed to all parents together with details of the ballot procedure.

Yours sincerely,

Mrs L Ramet
Headteacher

Qualifications to serve as a governor as per the School Governance (Constitutions) (England) Regulations 2012

A governor must be aged 18 or over at the time of his/her election or appointment and cannot hold more than one governorship at the same school.

A person is disqualified from holding or continuing to hold office as a governor or associate member if he or she:

- is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order
- has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced
- is subject to:
  - a disqualification order or disqualification undertaking under the Company Directors Act 1986
  - a disqualification order under the Company Directors Disqualification (Northern Ireland) Order 2002
  - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
  - an order made under section 429(2)(b) of the Insolvency Act1986 (failure to pay under a county court administration order)
- has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on the grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned in the management or control of any body
- is included in the list of people considered by the Secretary of State as unsuitable to work with children
- is disqualified from working with children or subject to a direction under section 142 of the Education Act 2002
- is disqualified from working with children under sections 28,29, or 29A of the Criminal Justice and Court Services Act 2000
- is disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing daycare
- is disqualified from registration under Part 3 of the Childcare Act 2006
- has received a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months (without the option of a fine) in the 5 years before or since becoming a governor
- has received a prison sentence of 2½ years or more in the 20 years before becoming a governor
- has at any time received a prison sentence of 5 years or more
- has been convicted under section 547 of EA 1996 (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992 (nuisance or disturbance on educational premises) during the 5 years prior to or since appointment or election as a governor
- has refused a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997 for a criminal records certificate
- has been disqualified from holding office as a governor of this school due to failure to attend governing body meetings for a continuous period of six months
- is employed at the school for more than 500 hours per academic year if wishing to stand for parent governor at the same school
- is an elected member of the Local Authority (applies to parent/carer and community governors only)

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NOMINATION FORM FOR THE ELECTION OF PARENT/CARER GOVERNOR

Name:

Address:

Telephone:

Pen Portrait (maximum 250 words)

I wish to submit my nomination for the election of Parent/Carer Governor

I confirm that I am willing to stand as a candidate for election as a parent/carer governor and that I am not disqualified from holding office for any of the reasons set out in the School Governance Regulations.

Signature:

Date:

Completed nomination forms must be returned to the school by 2nd November 2026

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School governor volunteer role description

School governors are one of the largest volunteer forces in the UK. They provide schools with strategic leadership and accountability.

The three core functions of a school governing body are to:

- Hold school leaders to account for the educational and staff performance of the school
- Set the school's vision and values, and the strategy for achieving this vision
- Oversee the school's financial performance

What will you get from volunteering as a school governor?

Being part of a governing body will give you experience of working at a strategic board level and the opportunity to learn and practice skills that have a direct relevance to employers. These include:

- strategic leadership
- budget control
- data analysis
- staff recruitment
- building relationships and networks
- communication
- problem solving
- influencing/negotiation

Just as importantly, your involvement and commitment to local schools could make a massive difference to the future of young people and your community. Your input will help the schools improve and the students to get the best education possible.

Responsibilities

- Develop the schools' vision and strategy
- Set a culture of high educational standards, which promotes staff and pupil wellbeing
- Ensure the schools follow a broad and balanced curriculum, and that all pupils can access it
- Monitor the schools' educational performance, using a range of data sources
- Monitor and evaluate the schools' financial performance
- Carry out the appointment and performance management of the headteachers
- Ensure parents, pupils, staff, and the local community are informed and consulted as appropriate
- Ensure the schools are compliant with legal requirements; including that all statutory policies and documents are in place
- Measure the governing body's impact on school improvement regularly

Skills and experience

- Critical listening and ability to ask effective questions
- Strategic thinking
- Good communication
- Problem-solving and analysis
- Ability to understand data

We are looking for a governor who also has one or more of the below skills (especially those in bold)

- Finance/accounting/audit knowledge
- **HR experience**
- Knowledge of education
- Leadership and management skills
- **Risk management skills**
- Legal expertise
- Marketing and communications skills
- **Estates or health and safety experience**

Time commitment

Minimum 6 full meetings of the governing body per year. These are 1-2 hours long and take place in the early evening. Plus 6 Finance and Premises meetings on a Monday afternoon which can be attended online via teams which is usually 30-60 minutes.

Governors are also expected to visit the school while it is open to pupils at **least 3** times per year and write a report on their visit.

The term of office is 4 years.