

# St Matthew Academy

St Joseph's Vale, Blackheath, London SE3 0XX

Headteacher: Ms Miranda Baldwin

Head of Primary: Ms Joanna Chick



23 September 2022

Dear Parents and Carers

## RE: Parent Governor Election

As with every school governance work is on-going and we are pleased to be able to offer an opportunity to parents and carers to join the governing board to support with further developments at the Academy as two vacancies for parent governors have arisen.

I am now writing to you to invite nominations for someone with parental responsibility for a child at St Matthew Academy to fill this post. The composition of the Governing Body is: 1 Headteacher; 8 Foundation 2 Co-opted; 1 staff and 2 parent governors.

Parent governors are welcomed as valued members of the governor team and play an important role; the governing board works together as a group, meeting at least twice every half term. Together they are responsible for the strategic direction of the school, promoting high standards of educational achievement and ensuring our resources are used to maximum impact. Life as a governor is interesting and varied and we feel sure that there are parents prepared to take on this important role and give their time and commitment to helping us to continue to improve the school's performance and educational opportunities for all the pupils.

Before you decide to nominate someone, or indeed stand yourself, you may want to know a bit more about what is involved. Governors need not be experts in the field of education. What they do need is an interest in the school and in the welfare of our children and the time and willingness to get involved. The skills you have can be very useful to the governing body.

The governors of the school have identified the following skills, experience and attributes that they feel would help strengthen the overall impact of the governing board:

- Public relations and communications.
- Finance
- Health & Safety

Training and support will be available to help you develop into the role. This will include in-house mentoring and support as well as access to external governor training; those new to being a governor are expected to attend induction training.

The term of office for parent governors is 4 years and our governing body expects all governors to:

- Attend termly meetings
- Visit the Academy formally for monitoring visits
- Commit to attend training courses

For further information about the role you may find this [website](#) interesting and If you have any questions please get in touch with me by emailing me [cog.stmatthew@gmail.com](mailto:cog.stmatthew@gmail.com) and I will be happy to answer any queries you may have.

☎ : 0208 853 6250 ✉ : [info@stmatthewacademy.co.uk](mailto:info@stmatthewacademy.co.uk) 🌐 : [www.stmatthewacademy.co.uk](http://www.stmatthewacademy.co.uk) 🐦 : [@stmattacad](https://twitter.com/stmattacad)

The St Matthew Academy Limited. A company limited by guarantee whose registered office is situated at St Joseph's Vale, Blackheath, London, SE3 0XX

Registered in England no 5144640 Vat registration no 117 5465 13

Successful, confident learners High expectations, outstanding achievements Inclusive, caring, Catholic community Nurturing talent, cultivating ambition Excellence for all

If you would like to stand for election, **please complete and sign the enclosed nomination form and return to the main reception or email to [RJO@stmatthewacademy.co.uk](mailto:RJO@stmatthewacademy.co.uk) no later than 3.00pm on Friday 7 October 2022**

Please include a statement about yourself and why you would like to become a governor (not exceeding 100 words). This will then be circulated to all parents to help them decide who to vote for if an election is required. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election.

An election, by secret ballot, will be held if more nominations are received than the number of vacancies. If an election is needed details of the procedure will be sent to all parents.

**Nominations must be from parents or carers with children at the school on the day that nominations close.**

The enclosed sheet summarises the disqualification criteria to serve as a governor. Anyone standing for election must certify that he/she is not disqualified for any reason.

All governors are required by Law to undergo an enhanced disclosure and barring (DBS) check. This will be carried out by the school following the election process.

Parents or Carers who have paid employment in the school for 500 hours per academic year or more or who are elected members of the Local Authority are not eligible to stand in these elections.

Yours faithfully



**Mrs P Barber**  
**Chair of Governors**

Enc.  
Nomination form  
Disqualification criteria

## Parent Governor Nomination Form

Election for a parent governor at **St Matthew Academy**

Name: ..... Form Group.....

Address: .....

.....

.....

Telephone Number: .....

Please tell us a bit about yourself and why you would like to become a Governor.

This will then be circulated to all parents to help them decide who to vote for if an election is required. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election.

I wish to serve as a Parent Governor and to be a candidate if an election is necessary. I have read the rules regarding the eligibility to become a governor which I received with the nomination form and I confirm that I am eligible to serve as a School Governor.

Signed: .....

Date: .....

Please return this form to **Reception** or email to [RJO@Stmatthewacademy.co.uk](mailto:RJO@Stmatthewacademy.co.uk) no later than 3.00pm Friday 7 October 2022

 : 0208 853 6250  : [info@stmatthewacademy.co.uk](mailto:info@stmatthewacademy.co.uk)  : [www.stmatthewacademy.co.uk](http://www.stmatthewacademy.co.uk)  : @stmattacad

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## Disqualification criteria<sup>1</sup>

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

- fails to attend the governing body meetings – without the consent of the governing body – for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex officio governors);
- is subject to a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief order or an interim debt relief order;
- has had his or her estate sequestrated and the sequestration order has not been discharged, annulled or reduced;
- is subject to:
  - a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
  - a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
  - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
- an order made under Section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order);
- has been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating 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 registration for childminding or providing day care;
- 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 three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor;
- has received a prison sentence of two-and-a-half years or more in the 20 years before becoming a governor;
- has at any time received a prison sentence of five years or more;
- has been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor;
- refuses to allow an application to the Disclosure and Barring Service (DBS) for a DBS check.

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<sup>1</sup>