

20th March 2026

Dear Colleague

ELECTION OF STAFF GOVERNOR: NOMINATIONS

I am writing to inform you of one vacancy for the role of staff governor to serve on your school's governing board.

We are very keen to encourage members of staff to nominate themselves to fill this place. Details of how to nominate yourself are given in this letter, and a nomination form enclosed. If an election is required, all staff members will be able to vote.

The specific responsibilities of the Local Governing Board are focused on the standards of teaching and learning, behaviour and the implementation of the Trust's Safeguarding Policy at the school. In accordance with good governance, the Local Governing Board will monitor, challenge and support appropriately to the needs of the school.

The Local Governing Board is responsible for creating robust accountability, oversight, and assurance for the school's educational performance. Local Governors are passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils.

As a staff governor, you'll also play a vital role in ensuring that the local board is connected with, and is aware of, the views of staff and the local community.

To be a staff governor you should have:

- A strong commitment to the role and to improving outcomes for children
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills

Staff Governor Commitment

No special qualifications are needed to be a staff governor, and the most important thing is to have a keen interest in the education and welfare of our pupils and be prepared to play an active part in the Local Governing Board's work, by offering a staff perspective to issues being discussed.

The Local Governing Board meets six times a year, and all governors are expected to:

- attend meetings,
- maintain confidentiality

- commit to training
- undertake school visits, when required

Your term of office would be four years (unless you choose to resign sooner). If you leave the employment of the school during your four-year term, your term of office as staff governor, will cease. Training is available for all governors, and it is expected for the new staff governors to attend a brief induction meeting.

Nomination

The enclosed sheet summarises the circumstances under which someone cannot serve as a staff governor. Nominations must be from staff members at your school.

Should you wish to stand for election, please complete the enclosed nomination form and return it to me no later than **Friday 1st May 2026**. You may also include a short personal statement to support your nomination, which should be no longer than 250 words.

In the situation where more than one staff member applies for the vacancy, we will organise an election so that all staff will have a voice in the appointment.

Yours faithfully

Returning Officer

Qualifications and disqualifications to serve as a Staff Governor

A person must be aged 18 or over at the date of their election or appointment.

A person shall be disqualified from holding office or continuing to hold office as staff governor 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 directors from all their meetings held within a period of six months, and the directors 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 staff governor by virtue of any provision in the Companies Act 2006;
- s/he is disqualified from acting as a staff governor 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 Trust Board a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997.