



**Grazebrook Primary School**  
**Lordship Road, London N16 0QP**  
**Telephone: 0208 802 4051**

*GBoffice@newwavefederation.co.uk*  
*Executive Headteacher: Ms Nicole Reid*  
*Headteacher: Mrs Katie Beecroft*

Friday 8<sup>th</sup> September 2023

### **Parent Governor**

Dear Families,

I am writing to invite you to nominate yourself, or another parent, to serve on the newly formed Governing Board for New Wave Federation as a parent governor.

The New Wave Governing Board is accountable for the success of the school and, in common with all school governing bodies, it has three core functions:

- To oversee the running of the NWF, ensuring it abides by all statutory requirements relating to schools in England.
- holding the Executive Headteacher and Headteachers to account for the educational performance of the school and its pupils
- overseeing the financial performance of the school

Any parent or carer with a child on the register of any of the schools may nominate themselves for election. You may also nominate another parent or carer, but if you wish to do so, please seek their prior consent.

Governors do not need to have any special qualifications, and they do not need to be experts in the field of education. However, all governors need to have:

- a keen interest in the school, and its pupils
- the time and willingness to get involved
- the ability to read straight forward reports which include data on school standards and financial information
- the ability to contribute effectively in meetings and, in particular, to both support and challenge the school's senior leaders

### **Our New Wave Governing Board expects that all governors will commit to:**

- attending termly meetings of the full Governing Board
- sitting on at least one sub-committee of the Governing Board and attending its termly meetings
- preparing for Governing Board meetings by reading meeting papers, carrying out additional research as required, and formulating questions to ask at meetings
- visiting the school, especially when Governing Board visits are arranged
- representing the Governing Board to parents, carers, pupils, staff and the wider community – for example, by speaking about the work of the Governing Board at school events and other meetings
- participating in regular training and development activities

**In return, the New Wave Federation Governing Board commits to providing you with:**

- a structured induction, including free induction training provided by Hackney Education
- access to ongoing training and development activities, also free of charge
- feedback on your contribution to the Governing Board

If you would like to nominate yourself, or someone else, to be a parent governor then please complete the attached nomination form and return it to the school no later than **9.00am on Friday 22<sup>nd</sup> September 2023**.

**As we have one Governing Board there are ONLY two vacancies on the New Wave Federation Governing Board across the federation of all the 4 schools for parents.** If there are more nominations than vacancies, the school will arrange an election by secret ballot.

There are some circumstances that make people ineligible to be a school governor. These are shown on the reverse of the nomination form.

If you would like to find out more about being a parent governor from the perspective of an existing parent governor, please get in touch with **Mrs Nicole Reid, Executive Headteacher**, who will be happy to pass on your contact details.

A final reminder: all nomination forms must be returned by no later than **9.00am on Friday 22<sup>nd</sup> September 2023** otherwise they will not be valid.

Yours sincerely,

Alia Choudhry  
Returning Officer

## PARENT GOVERNOR – NOMINATION FORM

Before completing this nomination form, you should take account of the disqualifications that prevent people from being a parent governor and which are stated below. The Returning Officer will be able to provide you with further information about these disqualifications if required.

Completed nomination forms must be submitted to the school reception by **9.00am on Friday 22<sup>nd</sup> September 2023** otherwise they will not be valid.

### **a) Please complete this section if you wish to nominate yourself**

I wish to nominate myself as a parent governor.

Name: .....

Address: .....

The name of my child is: .....

I understand the commitment expected of governors, as explained in the letter from the Returning Officer.  
☐

I have read the notes on disqualification and confirm I am eligible to stand. ☐

I attach a statement in support of my nomination. ☐

Signed: .....

### **b) Please complete this section if you wish to nominate someone else.**

*To be completed by the person making a nomination:*

My name is: .....

My address is: .....

The name of my child is: .....

Signature of the person making the nomination: .....

I wish to nominate the person named below as a parent governor. They are willing to stand for election and have signed below.

Name of nominee: .....

Address of nominee: .....

The name of my nominee's child is: .....

*To be completed by the nominee:*

I agree to stand for election as a parent governor. ☐

I understand the commitment expected of governors, as explained in the letter from the Returning Officer.  
☐

I have read the notes on disqualification and confirm I am eligible to stand. ☐

I attach a statement in support of my nomination. ☐

Signature of nominee: .....

## Disqualifications

All governors must be aged 18 or over at the time of their 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 if he or she:

- is subject to a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief restriction order, or an interim debt relief restriction order
- has had his/her estate sequestered 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 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 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 Board
- 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 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 or since becoming a governor
- has received a prison sentence of two and a half years or more in the twenty years before becoming a governor
- has at any time received a prison sentence of five years or more
- has been convicted under section 547 of the Education Act 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 five years prior to or since appointment or election as a governor
- 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, if wishing to stand for parent governor
- has refused a request by the clerk to the governing Board 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 Board meetings for a continuous period of six months