

Ravensworth Terrace Primary School



Mount Pleasant Road, Birtley DH3 1AY Telephone (0191) 433 4200

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Head Teacher: Mr A Ramanandi

Ready | Respectful | Safe

19th September 2025

Dear Parent/Carer

We have 1 Parent governor vacancy/vacancies which we need to fill as soon as possible. Ravensworth Terrace Primary School has always aimed for a partnership with parents which undoubtedly brings great benefits to the children. One of the most significant ways you can help in promoting this aim is to volunteer to be a Parent governor.

The governing body's main tasks are:

- to ensure that the school has a clear vision, ethos and strategic direction;
- to hold the Headteacher to account for the educational performance of the school and its pupils;
- to oversee the financial performance of the school and making sure its money is well spent.

Parent governors are welcomed as valued members of the team and play a vital role in ensuring the governing body is aware of the views of parents and the local community. 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.

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 from Gateshead Council.

Our governing body expects governors to:

- attend 3 termly meeting(s) of the full governing body
- be a member of at least one committee and attend 3 termly committee meeting(s)
- visit the school formally for monitoring purposes at least twice a term/year
- visit the school informally at least twice a year
- commit to attend training courses, and undertake additional independent research as required to ensure you are able to function efficiently as a governor

If you feel you can help in this capacity please complete the attached nomination form which will need to be returned to the main school office by the closing date on **Friday 26th September 2025**

If there are more nominations than vacancies, we will hold a ballot which will close on **Friday 3rd October 2025**, and you will be sent a voting paper in due course.

Respect



Independence



Perseverance



Kindness



Teamwork



If successfully elected

The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2016 state that:

“Where a governor is elected or appointed on or after 1st April 2016 and does not hold an enhanced criminal record certificate, the governing body must apply for such a certificate in respect of that governor within 21 days after his or her appointment or election”.

Failure to apply for a DBS check within 21 days can result in disqualification and removal from the governing body.

We will also give you our privacy notice for governors that explains what personal information we collect and how we process it.

Yours sincerely

J Mowbray
Returning Officer, on behalf of the Headteacher
Ravensworth Terrace Primary School

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Nomination Form for Parent Governors *(on school headed paper)*

I would like to nominate myself to be a Parent governor.

| |
|--|
| <p>Name: Mrs/Ms/Miss/Mr/Other.....</p> |
| <p>I am the parent/guardian of (please enter below the names of your children who currently attend the school, and their year group(s)):</p> |
| <p>Please use this space for a brief personal statement to support your nomination, setting out clearly the skills you feel you can contribute to effective governance and the success of the school. This statement will be circulated to all parents if there is to be a ballot.</p> |
| <p>Please tick all boxes before signing:</p> <p>I confirm that I have read the Qualifications and Disqualifications (regulation 17 and Schedule 4 of the Constitution Regulations 2012) overleaf and declare that I am not disqualified from serving as a school governor. <input style="float: right;" type="checkbox"/></p> <p>I confirm that I am not a member of staff or I am not paid to work at the school for more than 500 hours in any consecutive twelve month period. <input style="float: right;" type="checkbox"/></p> <p>I understand that if successfully elected, I must co-operate with the application for a DBS check by the school, within 21 days of my election. <input style="float: right;" type="checkbox"/></p> <p>Signed _____ Date _____</p> |

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Who can serve as a School Governor?

Under “*The School Governance (Constitution) (England) Regulations 2012*”, a governor:

- **Must** be aged 18 or over at the time of his/her election or appointment
- Cannot be a registered pupil at the school.
- Cannot hold more than one governor post at the same school at the same time.

A person is disqualified from holding or continuing to hold office if that person:

- is the subject of a bankruptcy restrictions order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been sequestered and the sequestration 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, or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
- has been removed from the office of charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body
- is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
- is barred from any regulated activity relating to children
- is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008
- is disqualified from working with children or from registering for child-minding or providing day care
- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- has been sentenced to three months or more in prison (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 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 a request for the clerk to apply to the Disclosure and Barring Service for a criminal records check.

A person is disqualified from being a governor of a particular school if they have failed to attend the meetings of the governing body of that school for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing body. This does not apply to the Headteacher or to foundation governors appointed by virtue of their office.

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