Local Governing Board Member Vacancy Communication

Dear Parents and Carers,

We currently have vacancies for two Local Governing Board Members on the Local Governing Board and are seeking nominations for enthusiastic and committed parents or carers to join.

At Sir William Burrough Primary School, we always aim for positive and purposeful partnerships with parents, which undoubtedly bring important benefits to the pupils. One of the most significant ways you can help in promoting this aim is to volunteer to be a Local Governing Board Member on the Local Governing Board.

Local Governing Board Members are welcomed as valued members of the team and play a vital role in ensuring the Local Governing Board is aware of the views of parents and the local community. It is important to understand that the Local Governing Board Member role is not to act as a spokesperson for the wider parental community or for individual parents but to provide a parental perspective to the discussions at the Local Governing Board, work strategically with the Headteacher and others to promote high standards.

There are no qualifications required for the role and any parent or person with parental responsibility to a pupil at the school is eligible to be nominated as long as they do not meet any of the disqualification criteria set out in the attached document - Disqualification List

Following a review of our governance areas we would be particularly keen to encourage parents with the following areas of skill, experience or expertise to put themselves forward and stand for nomination. The areas are;

- Community Engagement
- Fundraising
- School Governance (Academy Sector)

The above is not a requirement and all parents are actively encouraged to stand for nomination.

It is important to understand the role of Local Governing Board Member as well as the associated responsibilities and commitments required before nominating yourself for the position.

The core functions of the governing board are:

- To provide local oversight
- Ensure that local actions and decisions align to the overall Trust vision, ethos and strategic direction.
- Holding senior leaders to account for the educational performance of the organisation, its pupils, and the performance management of staff.
- Working with the local community with the school as a key focal point

The term of office for all elected Local Governing Board Members is four years.

Sir William Burrough is part of the University Schools Trust (UST)
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Registered office: UST House, Limehouse Causeway, London, England, E14 8AQ

The Local Governing Board usually meet 4 times a year. All meetings are usually held at the school. If needed, additional meetings will be planned with, unless there are extraordinary circumstances, seven days' notice given.

Local Governing Board Members are occasionally required to visit the school during the day for monitoring visits and are encouraged to support school events, where possible.

We offer new Local Governing Board Members a comprehensive and supportive induction including a wide suite of online training resources and there are occasional requirements to attend training relating to the role.

If you are interested in becoming a Local Governing Board Member you can do so by completing the Nominations Form **found on the school website or available from the school office**. Please note that if you are nominating someone else for the role they must confirm that they are happy for you to do so. Each nominee must also provide a supporting statement that can be used as part of the election process. Further details can be found on the Nominations Form.

Please submit your nomination form by **3:30pm on 24th November.**
You may submit the nominations by any of the following methods;

- Hand delivery to the school office
- Postal delivery, please note that it must reach the school office by the designated time.
- Email submission to office@swbschool.net

Should you have any questions about the role please do not hesitate to contact the school at office@swbschool.net. Hard copies of this and other relevant documents are available from the school office.

If there are more nominations than vacancies, an election will be held starting in the week commencing **30th November 2026** all parents and carers will be sent a voting paper.

Yours sincerely,

Ross Tranter
Chair of the Local Governing Board

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Local Governing Board Member nomination form

Please complete section one for self-nomination and refer to the information on disqualifications previous provided to make yourself aware of the circumstances that a person may not be permitted to stand for the role of Local Governing Board Member. If you are nominating someone other than yourself, please complete section two of this form, reviewing the reverse of this page to ensure that the individual in mind if suitable for the position

Section one – self-nomination

I wish to nominate myself for the role of Local Governing Board Member at Sir William Burrough Primary School I have read the information on disqualifications and the requirements of the role and confirm that I am both eligible and willing to stand for election.	
Name:	
Email address:	
Child's name:	
Child's class:	
Signature:	

Section two – nominating someone else

I wish to nominate another parent for the role of Local Governing Board Member at Sir William Burrough Primary School. I confirm that I have informed the parent of my intention to nominate them, and they are willing to be nominated for election.	
Nominee's details	
Name:	
Email address:	
Child's name:	
Child's class:	
Signature:	
Person being nominated	
Name:	
Email address:	
Name of child:	
Child's class:	
Signature:	I have read the information on disqualifications and the requirements of the role and confirm that I am both eligible and willing to stand for election.

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Supporting Statement

Please note that your supporting statement must follow the criteria below to be eligible for submission;

- Focus on the skills and expertise that you will bring to the position
- Focus on any relevant experience that you will bring to the position
- Not contain any personal contact details
- Not contain reference to other individuals without the permission
- Not contain any language that could be considered offensive
- Not contain any political views in keeping with the requirement of schools to be apolitical
- Be a maximum of **200** words. The Trust reserves the right to remove any additional text, back to the end of the previous appropriate section.

Supporting Statement (Max 200 words)

Please submit your nomination form including statement by **3:30pm on 24th November.**
You may submit the nominations by any of the following methods;

- Hand delivery to the school office
- Postal delivery, please note that it must reach the school office by the designated time.
- Email submission to office@swbschool.net

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Disqualification from holding or continuing to hold office as a local governing board member of a school.

The School Governance (Constitution) (England) Regulations (2012) Schedule 4 states that a person is disqualified from holding or continuing to hold office as a local governing board member of a school if, in summary, that person:

- Is under 18 years of age.
- Is a registered pupil of the school.
- Is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions order; debt relief order; an interim debt relief order; or their estate has been sequestrated 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 the Companies (Northern Ireland) Order 2002; 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 trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body.
- Has been removed from office as an elected local governing board member within the last five years.
- Is included in the list of people 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 142 of the Education Act 2002 or 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.
- Subject to certain exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (without the option of a fine) in the five years ending with the date preceding the date of appointment/election as a local governing board member or since becoming a local governing board member.
- Subject to certain exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of two and a half years or more in the 20 years ending with the date preceding the date of appointment/election as a local governing board member.
- Subject to certain exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more.
- Has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years ending with the date immediately preceding appointment/election or since appointment or election as a local governing board member.
- Refuses a request by the clerk to make an application to the Disclosure and Barring Service for a criminal records certificate.
- A person is disqualified from election or appointment as a parent local governing board member of a school if the person
    - is an elected member of the local authority; or
    - is paid to work at the school for more than 500 hours in any twelve consecutive months.

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