



# Whitby School

Ad finem terrae

**Executive Headteacher:** Mr D Perry  
**Head of School:** Miss J Caddell | **Deputy Headteacher:** Ms S Boyd

1 June 2026

Dear Parent/Carer

## Election of a Parent Governor

I am writing to let you know that there is to be an election for a Parent Governor for our Governing Board. We also have a vacancy for a Co-opted Governor – for those interested in the Co-opted Governor role, contact for this role should be via [election.gov@whitbyschool.co.uk](mailto:election.gov@whitbyschool.co.uk), ensuring that the words, ‘Co-opted Governor’ are typed as the subject title of the email. We are seeking nominations for both this role and the Parent Governor role. Please find below information regarding the Parent Governor nomination and election process.

The Governing Board, along with the Head of School, have overall responsibility for the running of the school. The three core functions for all Governing Boards are as follows:

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

You do not need any specific qualifications to be a school governor. The most important thing is that you are interested in the success of the school and are prepared to play an active part in the work of the governing board. Parent governors are valued members of the team. An effective board will have a range of skills, and we would welcome nominations from parents with knowledge and experience of either school leadership and/or who have experience in industry/business.

There are some circumstances under which someone cannot serve as a school governor and these are detailed on the further information sheet attached to this letter.

Training and support will be available to help you develop into the role. This will include mentoring as well as access to external governor training.

**If you feel that you can help in the capacity of a Parent Governor, please complete the nomination form enclosed and return this by email to [election.gov@whitbyschool.co.uk](mailto:election.gov@whitbyschool.co.uk), ensuring that you type ‘Parent Governor Election’ in the subject title of your email. Nominations should be received no later than 12 noon on Monday 15 June 2026.**

You should be aware that successful candidates will be required to:

- undergo a Disclosure and Barring Service (DBS) check



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- sign a governors' Code of Conduct
- provide details of relevant business and financial interests
- agree to the publication of some details on the school website and on the [Get Information about schools' service](#).

If there are more applications than vacancies, an election will need to be held. Should this be the case, you will be contacted again with details of how you can vote and information about the candidates standing for election.

Further information about governors and the work they do can be found via the following link:

<https://www.gov.uk/government/collections/local-authority-maintained-schools-governance>.

If you would like to know more about the role of a governor at Whitby School, please contact the Clerk to the Governing Body via [clerk@whitbyschool.co.uk](mailto:clerk@whitbyschool.co.uk), who will be able to answer any questions you may have. Please also find enclosed further details about this process.

Yours sincerely

Julie Caddell  
Head of School



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## Further information

### Eligibility

To be eligible to stand for election as a parent governor you must have parental responsibility for, or care for, a child or young person registered at the school on the date of the election. This date is deemed to be the closing date for the receipt of nominations, or the date on which the governor position becomes vacant, if elections are being carried out in advance.

### Disqualification

A parent is disqualified from standing for selection if they are:

- an elected member of the local authority
- paid to work at the school for more than 500 hours in any consecutive 12-month period
- Subject to any of the disqualifications under the School Governance (Constitution) (England) Regulations 2012. Full details will be supplied with the nomination papers.

### Term of office

The standard term of office is 4 years from the date of appointment. Parent governors may continue to serve their full term of office even if their child leaves the school.

### The role of the parent governor

The role of the Parent Governor is not as a spokesperson for the views of parents. They are the same as any other governor on the board, providing a 'parental viewpoint' ie, acting as a representative of parents.

### Can you be removed from the role?

There are some circumstances where governors can be removed from their role. These include repeated non-attendance at meetings, and behaviours not in accordance with the code of conduct.

### Frequency of meetings and time commitment required

Meetings are held termly plus some additional committee meetings. Occasionally, ad-hoc 'exceptional' Full Governing Body meetings may be held. Meetings will be usually held on a Monday evening from 6.00pm until 8.00pm.



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## ELECTION OF PARENT GOVERNORS

### Nomination Paper

<b>Name of School:</b> Whitby School
<b>Number of Parent Governors to be elected:</b> One
<b>Please read the notes below before completing the form</b>
<b>CANDIDATE</b>
Name:
Address:
<b>Signature:</b>

#### Notes:

**A parent can stand for election and vote in the election, if he or she has a child registered at Whitby School on the date of the election\*.**

A CANDIDATE **must** be eligible to vote in the election, ie, be a parent of a student(s) on the School roll;  
**must** sign, and return with this nomination paper, form Self-Declaration 1 to indicate eligibility to stand for election under the School Governance (Constitution) (England) Regulations 2003, Schedule 6;  
**must** indicate whether they wish to have their address shown on the ballot paper.

**THIS FORM MUST BE RETURNED TO THE HEAD OF SCHOOL BY 12 NOON ON MONDAY 15 JUNE 2026, EITHER IN A SEALED ENVELOPE OR BY EMAIL MARKED "CONFIDENTIAL - PG NOMINATION".**

\* the date of the election is deemed to be the closing date for the receipt of nominations.





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## Notes for completion of the statement in support of election

Using the above form, please provide a statement in support of your nomination which should be no longer than 50 words.

If a ballot is required, this statement will be shared with those eligible to vote as part of the election process.

You may wish to consider the following aspects:

- What skills and experience you have to offer
- What interests you in the role
- Your commitment to undertaking training to acquire or develop the skills to be an effective governor
- If seeking re-election, details of your contribution to the work of the board during your current term of office
- How you plan to contribute to the work of the board.

**The statement should be returned with your completed nomination form.**

## Disqualification Declaration Governors and Associate members

School Governance (Constitution) (England) Regulations 2012 – regulation 17, schedule 4 sets out the circumstances in which a person is qualified for or disqualified from holding or continuing in office as a governor.

*All disqualifications apply to associate members **except** that they can be registered pupils at the school and can be under the age of 18.*

Please read the following carefully and sign the form at the end if you comply with the following criteria:

### General grounds

- Registered pupils cannot be governors (*but can be an associate member*).
- A governor must be aged 18 or over at the time of election or appointment (*but under 18s can be an associate member*).
- A governor cannot hold more than one governor post at the same school at the same time.
- A governor must not also be the clerk to the governing board at the same school at the same time.
- Any person who is disqualified from holding office as a governor of a school under this schedule is likely to be disqualified from holding office as an associate member, unless the disqualification is in relation to bullet points 1 and 2 above.



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## **Grounds that apply to particular categories of governor**

- A person is disqualified from being a **parent governor** if they are an elected member of the local authority
- A person is disqualified from being a **parent governor** if they are paid to work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in any consecutive twelve month period (at the time of election or appointment).
- A person is disqualified from being a **local authority governor** if they are eligible to be a staff governor at the school.
- A person is disqualified from being a **partnership governor** if they are:
  - a parent of a registered pupil at the school;
  - eligible to be a staff governor at the school;
  - an elected member of the local authority; or
  - employed by the local authority in connection with its education functions. (*this does not apply when the person is employed by the local authority to work wholly at a school maintained by the local authority*).
- A **staff governor** ceases to be eligible to hold this position when they leave the employment of the school.

## **Grounds that arise because of particular failings or actions on the part of the governor**

- A person is disqualified from being a governor of a particular school if they have failed to attend the meetings of the governing board 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 board. This does not apply to the head teacher or to foundation governors who are appointed by virtue of their office.
- A foundation, local authority, co-opted or partnership governor at the school who is disqualified for failing to attend meetings is only disqualified from being a governor of any category at the school during the twelve-month period starting on the date on which they were disqualified.

## **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 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 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



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Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any board

- has been removed from office as an elected governor within the last five years.
- 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 or educational premises during the five years prior to or since appointment or election as a governor
- refuses a request by the clerk to make an application to the Disclosure and Barring Service for a criminal records certificate.

**Anyone proposed or serving as a governor who is disqualified for one of these reasons must notify the clerk to the governing board.**

**I declare that I have read and understood the above and I am not disqualified from serving as a school governor (or an Associate Member) in accordance with the above criteria**

**Name**.....

**Signature**.....**Date** .....



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## Publication of governors' details and the register of interests

The constitution of governing boards of maintained schools August 2017 (statutory guidance document) sets out what information governing boards should publish about their members. Governors hold an important public office and their identity should be known to their school and wider communities.

Governing boards are required to publish (on the school website) up to date details of its governance arrangements. This should include:

- The structure and remit of the governing board and its committees, and the full names of the chairs of each.
- For each governor –
  - their full name
  - date of appointment
  - the date they stepped down (where applicable)
  - their term of office;
  - their category of governor
    - who appointed them (eg which trust, diocese etc)
    - the names of any committees the governor serves on; and
    - details of any positions of responsibility such as chair or vice-chair of the governing board or a committee of the governing board.
    - relevant business and pecuniary interests (as recorded in the register of interests) including:
      - governance roles in other educational establishments
      - any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives.
    - their attendance record at governing board and committee meetings over the last academic year.

Governing boards should also publish this information for associate members, making clear whether they have voting rights on any of the committees they serve on.

Any governor failing to reveal information to enable the governing board to fulfil their responsibilities may be in breach of the code of conduct and as a result bring the governing board into disrepute. In such cases the governing board should consider suspending the governor.



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Governing Boards are also required to provide certain details that they hold to the Secretary of State through the Get Information about a School (GIAS) system and to keep this system up to date. Section 538 of the Education Act 1996 does not require governors to supply information to the governing board. It is collected on a voluntary basis but the governing board is required to share the information that it holds.

**I declare I have read the publication of governor's details and register of interest requirements and I agree to the publication on the school website.**

**Name:** .....

**Signature:** ..... **Date:** .....