



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

PARENT GOVERNOR NOTICE OF ELECTION

Dear Parent/Carer

Nominations are invited for the election of two **PARENT GOVERNORS** to the Governing Body for a four-year period. The attached **NOMINATION FORM (Annex A)** should be submitted to the School* no later than **3.30 p.m.** on **Tuesday, 27th January 2026**.

Each candidate must be the parent/carer (or someone who has parental responsibility) of a registered student at the school at the time of the election and must agree to being nominated. Each nomination must be supported by a **proposer**, who may be the husband or wife of the candidate. A parent may not propose more than one candidate in any one election.

If there are **more nominations than vacancies**, an election will be held. Candidates may, therefore, wish to provide a statement of **not more than 250 words**, which will be sent to parents with the ballot papers.

| ELECTION TIMETABLE | DATE | TIME |
|--|---|-------------------------------------|
| Nominations Close | Tuesday, 27 th January 2026 | 3.30 p.m. |
| If no ballot is required, then the result will be placed on the school's website: www.bishopheber.cheshire.sch.uk | Thursday, 29 th January 2026 | |
| If a ballot is required, then: <ul style="list-style-type: none">• Ballot papers will be issued by• Ballot papers must be returned by• Ballot papers will be counted on• Result of the Election will be placed on the School's website• First meeting for newly elected Governor | Tuesday, 3 rd February 2026 Tuesday, 24 th February 2026 Monday, 2 nd March 2026 Wednesday, 4 th March 2026 Friday, 13 th March 2026 | 3.30 p.m. 3.30 p.m. 1.30 p.m. |

Signature of Headteacher:

Date: Tuesday, 13th January 2026

Nomination forms **MUST** be returned to Bishop Heber High School **NO LATER** than **3.30 p.m.** on **Tuesday, 27th January 2026**.

*Please return your nomination form via email jashley@heber.org.uk or by post, marking the envelope, **NOMINATION – PARENT GOVERNOR ELECTION**, for the **attention of Miss Jane Ashley, Clerk to Governors, Bishop Heber High School, Chester Road, Malpas, Cheshire, SY14 8JD**.



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13th January 2026

Dear Parent/Carer

PARENT GOVERNOR ELECTION

I am writing to invite you to stand for election as a Parent Governor or nominate another parent to do so. In our School we have provision for four Parent Governors and there are **currently two vacancies**. Parent Governors are elected to serve a four year term. The Governing Body, with the Headteacher, has overall responsibility for the running of the School.

In accordance with the Government's requirement for all governing boards, our core strategic functions include, but are not limited to, ensuring:

- that the vision, ethos and strategic direction of the school are clearly defined
- that the Headteacher performs their responsibilities for the educational performance of the school
- the sound, proper and effective use of the school's financial resources

In addition, we recognise the strategic function recommended by the National Governors' Association of ensuring that the voices of our Stakeholders are heard.

Our Governing Body is particularly keen that it represents the diversity of all families attending the School. No special qualifications are needed; the most important thing is to have a strong interest in the School and be prepared to play an active part in the Governing Body's work. At this time, we would particularly welcome nominations from parents with a background in any of the following – finance, law, HR or health & safety – but having the time available and enthusiasm to learn and participate are equally important. Training is available for all Governors and this Governing Body has an expectation that those new to being a Governor will attend induction training.

Annex B summarises the circumstances under which someone cannot serve as a Governor. In addition, parents/carers who have paid employment in the School for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in these elections. Nominations must be from parents or carers with children at the School on the day that nominations close.

If you are interested, in the first instance we ask that you have an informal chat with the Chair of Governors, when you will be given an idea of what is really involved – how much time you will be required to give, the sort of information you will be expected to analyse and understand, samples of some of the reading that is required and we can answer any questions which you may have yourself.



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We have a duty to ensure that the Governing Body “has the right people around the table” and ensuring that you understand the commitment is an important part of this process. A copy of the Governing Body’s Code of Conduct can be found on the school website [Microsoft Word - Code of Conduct for Governing Body 2026](#)

If following this conversation, you decide that you would like to stand for election, please complete the enclosed Nomination Form and return it to the School **no later than 3.30 p.m. on Tuesday, 27th January 2026** in a sealed envelope addressed to **Miss Jane Ashley, Clerk to the Governors**, marked **PARENT GOVERNOR** or by email jashley@heber.org.uk

You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted, but if you are nominating another parent, please seek their prior consent. Should there be more nominations than vacancies, then an election will be held by secret ballot. Voting papers will be sent to all parents, together with details of the ballot procedure and a copy of the candidate’s personal statement.

Please contact Miss Jane Ashley, Clerk to Governors via email jashley@heber.org.uk to arrange an appointment with the Chair of Governors as outlined above.

Yours faithfully

Mrs Sue Anderson
Chair of Governors



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PARENT GOVERNOR ELECTION NOMINATION FORM (ANNEX A)

Please enter in **BLOCK LETTERS** the name and address of the person being nominated for **Parent Governor Election**:

1. The Candidate

| | | | |
|--|--|-------------------|--|
| Title: | | | |
| Forename: | | | |
| Surname: | | | |
| Address & Postcode: | | | |
| Telephone No: | | Mobile No. | |
| Email Address: | | | |
| Name & Tutor Group of Child / Children at Bishop Heber: | | | |

2. The Proposer (*if different to the nominee*)

| | | | |
|--|--|-------------------|--|
| Title: | | | |
| Forename: | | | |
| Surname: | | | |
| Address & Postcode: | | | |
| Telephone No: | | Mobile No. | |
| Email Address: | | | |
| Name & Tutor Group of Child / Children at Bishop Heber: | | | |
| Signature of Proposer: | | | |

3. Agreement to Nomination

I wish to submit my nomination for the election of Parent Governor. I confirm (i) that I am willing to stand as a candidate for election as a Parent Governor and (ii) that I am not disqualified from holding office for any of the reasons set out in the School Governance (Constitution) (England) Regulations 2012 outlined in Annex B.

Signature

Date



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4. Election Statement

Please write on the form below a statement, of **no more than 250 words**, in support of your application (include any relevant skills or experience which may support your role as a Governor and your understanding of the role, commitment required and willingness to undertake relevant training and development. Please note, your statement will be sent to parents with the ballot paper (*if applicable*)).

Please write a statement, of **NO MORE than 250 words**, in support of your application.



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QUALIFICATIONS AND DISQUALIFICATIONS TO SERVE AS A MAINTAINED SCHOOL GOVERNOR (ANNEX B)

- A governor must be aged 18 or over at the time of his/her election or appointment and cannot hold more than one governorship at the same school.
- A person is disqualified from election or appointment as a parent governor if s/he:
 - is employed at the school for more than 500 hours in any 12 consecutive months;
 - is an elected member of the Local Authority.
- A person is disqualified from holding or continuing to hold office as a governor or associate member if s/he:
 - is a registered pupil at the school;
 - has failed to attend governing body meetings at the school without the consent of the governing body, for a continuous period of six months;
 - has been disqualified for failing to attend governing body meetings at the school without the consent of the governing body, for a continuous period of six months whilst serving as a foundation, local authority, co-opted or partnership governor at the school in the last 12 months;
 - has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced;
 - is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- is subject to:
 - a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
 - a disqualification order under the Companies 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);



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- 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 for which s/he was responsible; or to which s/he was privy; or to which he contributed, or he facilitated by his conduct; or
- has been removed, 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 people considered by the Secretary of State as unsuitable to work with children (under section 1 of the Protection of Children Act 1999);
- is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);
- is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008;
- is barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006;
- 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 been convicted of any offence and received a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months (without the option of a fine) in the 5 years before or since becoming a governor;
- has been convicted of any offence and received a prison sentence of two and a half years or more in the 20 years before becoming a governor;
- has been convicted of any offence at any time and received a prison sentence of 5 years or more;
- has been convicted of an offence and sentenced to a fine under section 547 of EA 1996 (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992 (nuisance or disturbance on educational premise) during the 5 years prior to or since appointment or election as a governor;
- has refused a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997 for a criminal records certificate.