



St Edward's CE Primary School
Hanover Street
Castleton
Rochdale OL11 3AR
Tel: 01706 631755
Email: office@stedwardsce.rochdale.sch.uk

Headteacher: Dr A Petrie



7 October 2026

Dear Parent,

ELECTION OF PARENT GOVERNOR(S) – NOMINATION PAPER

We have one vacancy for a Parent Governor that needs to be filled.

Being a parent Governor is an important and responsible role. There are at least three meetings of all Governors each year as well as a number of committee meetings with specific delegation and terms of reference.

The job of the Governors is to make decisions about how the school is run. Governors are strategic leaders of the school and have a vital role to play in making sure every child gets the best possible education. Your focus will be to ensure clarity of vision, ethos and strategic direction; holding the Headteacher to account for the educational performance of the school and its pupils and the performance management of staff and overseeing the financial performance of the school, making sure its money is well spent.

As a Governor you will be asked to sign up to a code of conduct, to work in accordance with the Governance Handbook and Competency Framework (where appropriate) and be willing to undertake training.

If you become a Governor, you'd be expected to serve for four years.

To put yourself forward as a Governor please fill in the form on the website including a biography (pen portrait) outlining your skills and how these would contribute to effective governance and email for the attention of the Headteacher - office@stedwardsce.rochdale.sch.uk no later than noon on Friday 30 October 2026. You may wish to nominate another parent. Please ensure that you have their consent to put their name forward before doing so. If we have more people come forwards then we have vacancies, we will hold an election.

Please contact the Headteacher to find out more about what being a parent Governor involves.



This school has been awarded a
Schools Extra Award 2002
for its out-of-hours provision



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METROPOLITAN BOROUGH OF ROCHDALE EDUCATION DEPARTMENT



Yours sincerely,

A Petrie

Dr A Petrie
Headteacher

NOTES

- A) Would candidates please return a brief biography with the nomination paper outlining their skills and how these would contribute to effective governance? This will be circulated to parents with the voting paper should an election be necessary.
- B) Nominations received after the closing date will not be considered.
- C) If you require assistance in completing the nomination form or would like further information on the role of the Governing Board and work of a parent Governor then please contact the Headteacher.



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NOMINATION FORM FOR ELECTION OF PARENT GOVERNOR

St Edwards Church of England Primary School

You may nominate yourself (Section A) or nominate another parent (Section B) to serve as a parent Governor. If you nominate another parent you should obtain that person's signature, to signify that he or she is willing to be nominated.

Please complete **either** Section A **or** Section B.

Section A - Self Nomination

I wish to nominate myself for election as a parent Governor on the School Governing Board.

Full Name: _____

Address: _____

I am the parent (as per the parent definition under Section 576 of the Education Act 1996) of _____ who is a registered pupil at the school.

I have read the grounds for disqualification from being a Governor. I am not disqualified on any of these grounds and I am not an elected member of the Local Authority nor paid to work at the school for more than 500 hours in any consecutive twelve-month period (at the time of election or appointment).

Signature: _____ Date: _____

Biography to include your skills and how these would contribute to effective governance to be issued with voting papers should an election be necessary. If necessary continue on reverse of this nomination paper



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Section B - Nomination of Another Parent

I wish to nominate the parent (as per the parent definition under Section 576 of the Education Act 1996) listed below as a parent Governor on the School Governing Board, I have sought their approval before submitting this nomination.

Name and address of parent

Name: _____
nominated to serve on the Governing Board

Address: _____

Name and address of parent who proposed the above nomination

Name: _____

Address: _____

I have read the grounds for disqualification from being a Governor. I am not disqualified on any of these grounds and I am not paid to work at the school for more than 500 hours in any consecutive twelve-month period (at the time of election or appointment).

Nominated persons signature: _____

Date: _____

I am the parent of _____ who is a registered pupil at the school.



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DISQUALIFICATION CRITERIA FROM SERVING ON SCHOOL GOVERNING BOARDS

I declare that I am not disqualified from serving as a school Governor and that:

I am aged 18 or over at the date of this election or appointment;

I do not already hold a Governorship of the same school;

I have not been detained under the Mental Health Act 1983;

I have not had my estate sequestrated (temporarily repossessed) and the sequestration has not been discharged, annulled or reduced, or the subject of a bankruptcy restriction order, an interim order, a debt relief restrictions order or an interim debt relief restrictions order;

I am not subject to

- a disqualification order or undertaking under the Company Directors Disqualification Act 1986,
- a disqualification order under Part 2 of the Companies (Northern Ireland) Order 2002,
- a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or
- order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)."

I have not been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement or, under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, from being concerned in the management or control of anybody;

I am not included in the list kept under section 1 of the Protection of Children Act 1999(list of those considered by the Secretary of State as unsuitable to work with children);

I am not subject to a direction of the Secretary of State under section 142 of EA 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);

I am not barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006;

I am not disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000

I am not disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care; or disqualified from registration under Part 3 of the Childcare Act 2006.

I have not, in the five years prior to becoming a Governor, received a sentence of imprisonment, suspended or otherwise, for a period of not less than three months without the option of a fine;

I have not, in the twenty years prior to becoming a Governor, been convicted as aforesaid of any offence and has had passed on me a sentence of imprisonment for a period of not less than two and a half years;

I have not, at any time, had passed on me a sentence of imprisonment for a period of not less than five years;

I have not been fined, in the five years prior to becoming a Governor, for causing a nuisance or disturbance on education premises;

I am not subject to a disqualification order under the Criminal Justice and Court Services Act 2000.



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The nature of the work for which you are applying means that you are exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

You are not, therefore entitled to withhold information about any cautions or convictions which for other purposes are “spent” under the provisions of the Act and, in the event of you being appointed to the post, any failure to disclose such convictions could result in dismissal or disciplinary action by the Council.

The provisions of the Rehabilitation of Offenders Act (Exceptions) Order 1975 apply and successful applicants will be required to declare any previous criminal convictions and your appointment may also be subject to the satisfactory receipt of a DBS clearance.

Confirmation of the appointment will be made in writing once these checks have been made and satisfactory results obtained.



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