



Longfield Academy  
Longfield Road  
Darlington  
DL3 0HT  
T: 01325 380815 / 380816

E: [enquiries@longfield.swiftacademies.org.uk](mailto:enquiries@longfield.swiftacademies.org.uk)  
W: [www.longfield.swiftacademies.org.uk](http://www.longfield.swiftacademies.org.uk)

Chief Executive: Mr D Judson, BEd, NPQH  
Head of School: Mrs A Sweeten, BA (Hons), MA, NPQH  
Deputy Headteacher: Mr S Rawle, BA (Hons), MA

12 September 2022

Dear Parent / Carer,

## Re: Parent Governor Vacancy

We currently have a vacancy for a parent governor and are seeking nominations from an enthusiastic and committed parent or carer to join the governing board.

The core functions of the governing board are:

- Ensuring clarity of 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.
- Overseeing the financial performance of the organisation and making sure money is well spent.

At Longfield Academy we always aim for positive and purposeful partnerships with parents/carers, which undoubtedly brings important benefits to the pupils. One of the most significant ways you can help in promoting this aim is to volunteer to be a parent governor. We offer new governors a comprehensive and supportive induction.

Parent governors are welcomed as valued members of the team and play a vital role in ensuring the governing board is aware of the views of parents and the local community. We are confident that there are parents/carers prepared to volunteer to take on this key role and give their time and commitment to help us continue to develop and improve the school's performance.

Please note that the most important duty of any member of the Local Governing Body is to attend meetings, and you should be sure that you are committed and available to do this before applying. The Local Governing Body meets once each term; usually from 4:30pm. New members of the Local Governing Body are also expected to attend development sessions during their first year to help them understand the role. Governors are occasionally required to visit the school during the day for monitoring visits.

It is important to note that the parent governor's role is not to represent individual parents' views or to report back directly to parents; the term of office for all governors is four years.

If you wish to nominate yourself as a Parent Governor of the Local Governing Body, please complete the attached form and return it to Caroline Jennings at Longfield Academy, via email [cjennings@swiftacademiestrust.org.uk](mailto:cjennings@swiftacademiestrust.org.uk) no later than **3:00pm on Monday 26 September 2022**. Nominations received after this date will not be accepted. Please note that if more than one parent/carers applies for the role an election will be held.

We look forward to hearing from you.

Yours faithfully,

Mrs Sweeten  
Head of School



## Restrictions

In the interest of safeguarding pupils, it will be necessary for your application to undergo a vetting process. Criminal records may be disclosed because being a member of the Local Governing Body is covered by the Rehabilitation of Offenders Exemption Act.

The following text summarises the qualification and disqualification regulations. Please seek advice if you think you may be affected.

A member of the Local Governing Body must be aged 18 or over at the time of their election or appointment. A registered pupil of the school cannot be a member of the Local Governing Body. A person cannot hold more than one position on the Local Governing Body at the same academy.

A person is disqualified from holding or from continuing to hold office as a member of the Local Governing Body if they:

- are detained under the Mental Health Act 1983
- have failed to attend meetings for six months
- are bankrupt
- are subject to a disqualification order or disqualification undertaking under company's legislation or an order concerning insolvency
- have been removed from the office of trustee for a charity on grounds of misconduct or mismanagement or from being concerned in the management or control of any body
- are included in the list of those considered by the Secretary of State as unsuitable to work with children
- are subject to a direction of the Secretary of State under section 142 of Education Act 2002
- are disqualified from working with children or from registration for child minding or providing day care
- have received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a Governor or since becoming a Governor
- have received a prison sentence of 2.5 years or more in the 20 years before becoming a Governor
- have at any time received a prison sentence of five years or more
- have 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
- refuse to make an application for a criminal records certificate

## Parent Governor - Nomination Form

Please complete the following information if you wish to put yourself forward for election as a Parent Governor of the Local Governing Body of Longfield Academy. Before signing the form please check that you are not disqualified from becoming a Parent Governor for any of the reasons stated. You may include a personal statement in support of your nomination that will be circulated with the ballot papers if an election is necessary. The statement should be no more than 100 words and should identify what skills you would bring to the role and what you think the role will involve. Only the first 100 words would be circulated (verbatim) in the event that more are used in your statement.

<b>Please write your name and address in block letters below</b>	
<b>Name</b>	<b>Mr/Mrs/Miss/Ms/Other title</b>
<b>Address</b>	
<b>Post Code</b>	
<b>Child or Children's Name(s)</b>	
<b>Class</b>	

**Please write your personal statement below (no more than 100 words) and identify what skills and experience you would bring to the Local Governing Body and what you think the role will involve.**

*(please continue on a separate sheet if required)*

I agree to stand for election as a Parent Governor of the Local Governing Body of Longfield Academy. I am not disqualified from being a Parent Governor for any of the reasons listed.

<b>Signed:</b>	<b>Date:</b>
----------------	--------------

Please return this form by **3:00pm, Monday 26 September 2022** to [cjennings@swiftacademiestrust.org.uk](mailto:cjennings@swiftacademiestrust.org.uk) using 'Parent Governor Nomination' as the subject of the e-mail.