



25 November 2021

Dear Parents/Carers

PARENT GOVERNOR VACANCY

The College is seeking to appoint a Parent Governor to join our Governing Body. Our Governing Body is an integral part of the College's vision and we believe it is important to have a fair representation from parents.

Being a Governor is an important role in the life of the College as Governors work with the Headteacher in setting the overall direction of the College. Governors are involved in a number of areas in the College, namely they are involved in decisions with staff appointments, the budget and expenditure on the premises of the College. They discuss student achievement, the College's vision and receive detailed reports on how the College is progressing.

We would like the members of the Governing Body to continue to represent the excellent diversity of our intake and want anyone who has time to offer and a passion to offer their services in this key role. In particular, we currently need people who have HR, financial and premises expertise. A wide variety of other skills are also very welcome.

Are you interested?

If you are interested in becoming a Parent Governor but feel a little daunted by the responsibility you may be taking on, remember that full training will be available, and you will always act as part of a team. No particular experience or qualifications are required. Your role would be as a typical parent bringing a parent's perspective to the running of the Governing Body and the College.

Your Commitment

If you become a Governor, you will be taking on the following commitments to help make sure the College is well managed:

- Share the responsibilities of the Governing Body as summarised above.
- Attend and participate in 6 meetings per year which normally last no longer than two hours
- Undergo appropriate training
- Will be required to sign the Governing Body's Code of Practice, and to undergo an enhanced DBS check

www.ktc-tkat.org

Executive Headteacher:
Mr Christian Cavanagh

Kemnal Technology College
Sevenoaks Way, Sidcup,
Kent, DA14 5AA

Tel: 020 8300 7112
Fax: 020 8300 5619
Email: admin@kemnal-tkat.org



Kemnal Technology College

I therefore invite all parents to nominate another parent and/or yourself and to complete the Nomination Form which is attached. As you see, the signature of the nominee is required, to indicate their willingness to serve on the Governing Body, together with a short personal statement (**no longer than 60 words**) from the candidate which will be circulated to parents with the ballot paper and which will help them to make their choice. Finally, the signature of one other parent, prepared to second your nomination is required.

Prior to a nomination being accepted the nominee must confirm that they are not disqualified from being a Parent Governor by signing and returning the Declaration of Eligibility on the nomination form.

To be accepted, nominations must be either delivered to the College or sent by email **no later than midday on Thursday 9 December 2021** to my PA, Margo Sweeney, (margo.sweeney@kemnal-tkat.org). When I have received the nominations, I will send out the ballot papers by email on Friday 10 December 2021. Ballot papers should be returned to the Front Office or emailed to Margo Sweeney no later than **Wednesday 15 December 2021**. The count will take place the same day and the successful candidate will then be notified.

If you require any more information then please do not hesitate to contact Carol Thomas, Clerk to the Governing Body at cthomas@tkat.org who will be able to answer any queries or questions that you may have.

Yours sincerely

Mr Christian Cavanagh
EXECUTIVE HEADTEACHER

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DECLARATION OF ELIGIBILITY

Name:	_____		
Address:	_____ _____ _____ _____		
Telephone Home	_____	Mobile	_____

I declare that I am not disqualified from serving as a Parent 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 am not** liable to be detained under the Mental Health Act 1983;
- **I am not** a member of the Governing Body of more than two schools (excluding ex-officio governors, temporary governors, or additional governors at schools causing concern);
- **I am not** an ex-officio governor specified in the instrument of government of more than two schools;
- **I am not** a bankrupt or subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under Section 429(2)(b) of the Insolvency Act 1986;
- **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 any Body;
- **I am not** included in the list of teachers and workers with children or young persons who employment is prohibited or restricted;
- **I am not** disqualified from being the proprietor of any independent school or for being a teacher or other employee in any school;
- **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.
- **I understand** that an enhanced DBS check will be carried out.

Signature _____

Date _____

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**Kemnal
Technology
College**

Parent Governor Election Nomination Form

**Name and Address of
candidate willing to
serve**

Candidate's Statement (maximum of 60 words)

Signature of Candidate

Name of Seconder:

Signature of Seconder:

This form must be returned to the Headteacher's PA no later than 12 noon on Thursday 9 December 2021