

# Pashley Down Infant School

Beechy Avenue  
Eastbourne  
East Sussex BN20 8NX

Telephone: 01323 730719  
e-mail: [office@pashley.e-sussex.sch.uk](mailto:office@pashley.e-sussex.sch.uk)



Dear Parent/Guardian

## Parent Governor Vacancies

We currently have two vacancies for parent governors at Pashley Down Infant School. We are especially keen to appoint someone with a background in finance and/or HR, for example but not limited to, experience of managing the accounts or recruitment and staffing for firm or your own business. However, we are also open to other types of experience, as we have found that there is a role on our Governing body to suit everyone.

If you are interested in helping with this important role, then please consider completing the attached nomination form, along with a declaration of eligibility form.

Being a Governor at Pashley would mean you are helping to support the school to ensure we do the best we can for every child. The school has such a wonderful community spirit and Governing Body aims to reflect this also.

Parent governors play an important part in keeping the governing body aware of the views from the parental perspective. They are a vital part of the team and we hope there are parents willing to give their time and commitment to this important role.

If you are interested, and would like more information, you might find it helpful to talk to one of our governors. This can be arranged by emailing myself, Jane McMahon, Clerk to Governors, on: [clerk@pashley.e-sussex.sch.uk](mailto:clerk@pashley.e-sussex.sch.uk)

Nomination forms will need to be returned either by e-mail to [clerk@pashley.e-sussex.sch.uk](mailto:clerk@pashley.e-sussex.sch.uk) or left in the school office for collection **by the closing date of 3pm on Friday 3<sup>rd</sup> May 2024.**

Please be aware that, in accordance with the School Governance (Constitution) Regulations 2003 a person is disqualified from election as a parent governor if:

- they work at the school for more than 500 hours in any school year (i.e. for more than one third of the hours of a full time equivalent);
- they are an elected member of the Local Authority.

If more nominations are received than the number of vacancies then a ballot will be arranged. Information circulated as part of the ballot will include an election statement required from each applicant.

Thank you for your time and we look forward to hearing from you.

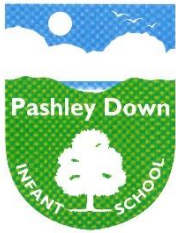
Yours sincerely

*Jane McMahon*

Clerk to the Governing Body



Headteacher: Mr Best  
Deputy Headteacher: Mrs Helen Thomas  
East Sussex County Council



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## GOVERNOR APPLICATION FORM

### DATA PROTECTION NOTICE

Throughout this form we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

You will find more information on how we use your personal data in our privacy notice:

<https://www.pashley.e-sussex.sch.uk/wp-content/uploads/2023/06/Privacy-Notice-Pupils-and-Families-July-24.pdf>

### DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to Governor posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

If you are going to be involved in regulated activity, the DBS check will include a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school's privacy notice.

If you have lived or worked outside of the UK in the last 5 years, the school may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

**Have you lived or worked outside of the UK in the last 5 years?**     Yes     No

Your position as governor will be conditional on the satisfactory completion of the necessary pre-employment checks.

We will not ask for any criminal records information until we have received the results of a DBS check.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

**Applicants should be aware of the following circumstances which might prevent them from being appointed as a governor:**

- Inclusion in the list of those unsuitable to work with children
- Having been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a governor or since becoming a governor
- Having received a prison sentence of 2 and a half years or more in the 20 years before becoming a governor
- Having received a prison sentence of 5 years or more

Having been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a governor

## SECTION 128 CHECK

The school will carry out a section 128 check. A person issued with a section 128 direction under the Education and Skills Act 2008 is prohibited or restricted from taking part in the management of a school.

## SIGN AND DATE

Name (please print):

Sign:

Date:

## Instructions

Please complete all sections of this form using black ink or type.

The sections of this application form that include your personal details will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if they are completed in full.

### PERSONAL DETAILS

<b>Title</b>	
<b>Name</b>	
<b>Any previous names</b>	
<b>D.O.B</b>	
<b>Address</b>	
<b>Phone number</b>	
<b>Email address</b>	

## Declaration for Eligibility as a local Governing Board Member

I confirm that I:

- Am aged over 18
- Am not a current pupil at the school
- Am not the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order, an interim debt relief restrictions order or a sequestration that has not been discharged, annulled or reduced
- I am not subject to an order made under the section 492(2)(b) of the Insolvency Act of 1986.
- Have not been removed as a trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of misconduct or mismanagement in administration of the charity
- Have not 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
- Have not been disqualified from being a company director and/or a charity trustee
- Have not been disqualified from holding office as a governor
- Have not been removed from office as an elected governor within the last 5 years
- Am not disqualified from working with children, barred from regulated activity and/or disqualified from registering for childminding or providing daycare

- Am not disqualified from registering under Part 3 of the Childcare Act 2006
- Am not subject to a direction of the Secretary of State under section 142 of the Education Act 2002, or to a section 128 direction
- Am not disqualified from being an independent school proprietor, teacher or employee by the Secretary of State

If a **parent governor**, I also confirm that I am not:

- An elected member of the local authority
- Paid to work at the school for more than 500 hours in a year

If a **local authority governor**, I also confirm that I am not a member of the school staff.

If a **partnership governor**, I also confirm that I am not:

- A parent of a registered pupil at the school
- A staff member
- An elected member of the local authority
- Employed by the local authority in connection with its education functions

**NOTE:** If you're unsure whether any of the points above apply to you, please check with the clerk.

This, and further detail on when these points apply, is set out in:

- [Schedule 4](#) of The School Governance (Constitution) (England) Regulations 2012
- [Regulation 6](#) of The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2014
- [Regulation 2](#) of The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2017
- Pages 21 to 22 of the DfE's [statutory guidance](#)

Please sign and date to indicate that you have read, and agree to, this information:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## References

Please provide two references. They cannot be related to you, and one should be your current employer where possible

REFEREE 1	
Name	
Job title	
Relationship to applicant	
Phone number	
Email address	

REFEREE 2	
Name	
Job title	
Relationship to applicant	
Phone number	
Email address	

## Education, employment and training

EDUCATION AND EMPLOYMENT HISTORY
<b>Highest level of education received:</b> <i>Please state the institution, qualification received and classification</i>
<b>Please give details of any other relevant education or training courses:</b>
<b>Current employment – please note you do not need to be employed to apply to be a governor</b>

*Please state your employer, role, length of time in role and a summary of responsibilities*

**Relevant previous employment**

**Other relevant interests and experience**

*This may include any hobbies, volunteering and charity work, personal interests or achievements that may help you become an effective school governor*

**A BIT MORE ABOUT YOU**

**Why would you like to become a governor at our school?**

**What skills can you bring to the role?**

## Skills audit

Please tick to indicate how confident you are in the following areas:

SKILL	PROFESSIONAL-LEVEL KNOWLEDGE OR EXPERTISE	CONFIDENT IN THE AREA, BUT NOT TO A PROFESSIONAL LEVEL	A BASIC OR WORKING UNDERSTANDING	NO EXPERIENCE
Strategic planning				
Setting a vision, values and goals				
Public sector or charity governance				
Knowledge of the education sector				
Teamwork and collaborative decision making				
Communication skills				
Financial management				
Fundraising/income generation				
Human resources				
Performance management				
Data analysis				
Legal skills				
Health and safety				
Premises management				
Curriculum and assessment				
Safeguarding				
Special educational needs and disabilities (SEND)				



SKILL	PROFESSIONAL-LEVEL KNOWLEDGE OR EXPERTISE	CONFIDENT IN THE AREA, BUT NOT TO A PROFESSIONAL LEVEL	A BASIC OR WORKING UNDERSTANDING	NO EXPERIENCE
Approving and monitoring the implementation of policies				
Compliance				
Marketing/public relations				
Procurement				
ICT or technology skills				
Further or higher education				
Knowledge of the local community				

Please return to Jane McMahon, Clerk to the Governors, by either handing in to the school office or by email to: [clerk@pashley.e-sussex.sch.uk](mailto:clerk@pashley.e-sussex.sch.uk) by the closing date of

**3pm on Friday 3<sup>rd</sup> May 2024**

## Local Governing Board Monitoring Form – New Local Governor appointments only – Thank you for your assistance

Please note this form is **optional**. The information is not shared with any third parties and is used solely for monitoring purposes within Governor Services.

### 1. Ethnicity Please tick as appropriate

White	<input type="checkbox"/>	Gypsy/Traveler	<input type="checkbox"/>	Any other Asian Background	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
White/Other	<input type="checkbox"/>	Mixed/Dual Heritage	<input type="checkbox"/>	Any other Black Background	<input type="checkbox"/>	Other	<input type="checkbox"/>

### 2. Disability

Do you consider yourself to have a disability  Yes  No

Additional Information: \_\_\_\_\_

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### 3. Gender Please circle as appropriate

Prefer not to say      Female      Male

### 4. Recruitment Monitoring

To assist us in monitoring our recruitment processes please indicate how you first learned about school governor vacancies.

Direct from school	<input type="checkbox"/>
From East Sussex County Council website	<input type="checkbox"/>
Approached by local County Councilor	<input type="checkbox"/>
Approached by an existing governor	<input type="checkbox"/>
Local Voluntary Action Group (please indicate which one)	<input type="checkbox"/>
Other (please indicate)	<input type="checkbox"/>