

Fiveways School

A Specialist School for 'Communication & Interaction'

Fiveways School adopts a rigorous approach and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



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"What does a good life look like for me now and in the future?"

30.04.2026

Dear Parent or Carer

The Board of Governors for Fiveways School currently has a vacancy for **1** Parent Governor. As a parent/carer of a pupil attending our school we would like to invite you to put your name forward for consideration.

Parent Governor

This is a parent or carer of a pupil attending the school who is elected by the parents/carers to give a parental perspective in discussions and decisions. In addition, it would be expected that Parent Governors bring a range of skills that will help them to contribute effectively to the work of the Board of Governors.

The Role of Governor

There are 3 main functions of a governor:

1. Making sure there is clarity in the vision, ethos and the strategic direction of the school
2. Holding the Executive Headteacher to account for the educational performance of the school and the performance management of the staff; and
3. Making sure that the school spends its money effectively.

The role of a governor will be:

- A thinking and questioning role not a doing role - the Headteacher and staff are employed to do that.
- Required to get to know the school by knowing its strengths and weaknesses.
- Expected to commit to the time required to undertake the role which would equate to approximately 20 days per school year.
- To always act in the best interests of **all** of the pupils in the school to better their outcomes.

The expectations of governors have increased, and it is important to understand that, in order to contribute effectively, all governors will be expected to:

- Be committed to upholding the values and ethos of their school.
- Attend and contribute to meetings of the Board of Governors.
- To visit the school throughout the year in line with the visits schedule linked to driving forward improvements.



- Analyse information, make observations and be proactive in seeking ways in which the school could further enhance outcomes for all pupils.
- Engage in constructive discussions that will involve questioning and challenging points of view.
- Review and agree policies and guidance, ensuring that the school is working effectively within legal frameworks.

The list is probably longer but does give a flavour of the demands that the Board of Governors will face.

So why do people do it?

This is a question often asked; here are a few of the reasons:

- No single governor is expected to know everything about education and in relation to schools the law, finance and strategic planning – they are part of a corporate body who have the combined experience, knowledge, skills and commitment to work together to meet these demands effectively.
- It is a great opportunity to give something back to the school and to take an active role in shaping the future and bettering the outcomes for all the pupils within the school and within the wider school community.
- Governors are privileged to be able to see at first hand the impact of the hard work that they put into the strategic planning of the school.

The procedure for recruiting a Parent Governor is as follows:

- A letter is sent inviting nominations from parents and carers of a pupil attending the school.
- Candidates complete the nomination form and submit a brief summary of their knowledge and experience in areas that can contribute to effective governance, outlining their suitability for the role (100 words max). In the event of a ballot, see below, the summary will be distributed to all parents/carers in the school with the intention of helping them to make an informed choice when voting.
- Current governors at the school may meet with you to discuss the role in further detail.
- Where there are more candidates than vacancies, all parents/carers will be invited to cast a vote in a secret ballot to decide the person in their opinion is the most suitable candidate(s) for the role.

If you are interested in becoming a Parent Governor for this school please complete the attached nomination form, including the areas of knowledge section, and return to the Clerk to the Governors, Sandy Carter, no later than 12 noon on 13th May 2026.

Yours sincerely



Swavek Nowakiewicz
Headteacher



Election for a Parent Governor at Fiveways School

I,(full name in block capitals) wish to stand for election as a Parent Governor and to be a candidate if an election is necessary.

I have a child/children in Year(s):.....

I have read and understood the disqualification criteria (see below) and can confirm that I am eligible to serve.

I understand that if elected as a Parent Governor, the post requires a DBS Certificate and Section 128 Check.

Please summarise (in no more than 100 words) your suitability for the role and why you wish to become a Parent Governor.

Signed:

Contact Details:

Telephone number:

E-mail address:



Please give details of your experience and knowledge in the following areas that will contribute to effective governance, if you have none in a particular area please indicate as these are not essential, but useful to the board in utilising your skills and knowledge effectively should you be successful:

Area of knowledge	Details
Medical	
Health and safety	
Education	
SEND (Special Educational Needs and Disability)	
Finance	
Marketing and Public relations	
Human Resources	
Project Management and Organisational Skills	
Equalities and Diversities	
Law / Regulations	
Information technology	
Links with/ knowledge of the local community	

Signed: Date:

Please return this form to Sandy Carter no later than 12 noon on 13th May 2026.



Qualification and Disqualification Regulations for School Governors in a Maintained School.

Disqualification Regulation that apply to the Parent Governor category only.

- A person is disqualified from being a Parent Governor if they are an elected member of the local authority or paid to work at the school for more than 500 hours in any consecutive 12-month period at the time of election or appointment. (a current Parent Governor who then becomes subject to this disqualification regulation is able to serve out their term of office).

Disqualification Regulations that apply to all categories of Governor

- I am not a registered pupil at the school (remove for associate member).
- I am aged 18 or over at the time of my election or appointment (remove for associate member).
- I do not hold another governor position at the same school as the same time (unless renewing a current position).
- I am not the subject of a bankruptcy restriction order; an interim bankruptcy restrictions order; debt relief restrictions order; an interim debt relief restrictions order; or my estate has not been sequestrated, and the sequestration has not been discharged, annulled or reduced.
- I am not subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986; a disqualification order under the Companies (Northern Ireland) Order 2002; a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002; or an 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 trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body.
- I have not been removed from office as an elected governor within the last five years.
- I am not included in the list of people considered by the Secretary of State as unsuitable to work with children or young people.
- I am not barred from any regulated activity relating to children.
- I am not subject to a direction of the Secretary of State under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008.
- I am not disqualified from working with children or from registering for child-minding or providing day care.
- I am not disqualified from being an independent school proprietor, teacher or employee by the Secretary of State.
- Subject to certain exceptions for overseas offences that do not correlate with a UK offence, I have not been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years ending with the date preceding the date of appointment/election as a governor or since becoming a governor.



- Subject to certain exceptions for overseas offences that do not correlate with a UK offence, I have not received a prison sentence of 2 ½ years or more in the 20 years ending with the date preceding the date of appointment/election as a governor.
- Subject to certain exceptions for overseas offences that do not correlate with a UK offence, I have not at any time received a prison sentence of 5 years or more.
- I have not been convicted and fined for causing a nuisance or disturbance on school or educational premises during the 5 years ending with the date immediately preceding appointment/election or since appointment or election as a governor.
- I will not refuse a request by the clerk to make an application to the Disclosure and Barring Service for a criminal records certificate.



