

Ysgol Minafon

The Old Highway Mochdre Colwyn Bay LL28 5AU

Rhif Ffôn: 01492 540 194

E-bost: swyddfa@minafon.conwy.sch.uk

Gwefan: www.ysgolminafon.co.uk



26.06.25

Dear Parent,

Parent Governor Election

I am writing to inform you that we have four vacancies for a parent governor representative on the school's governing body. Nominations are invited from all parents, or those with parental responsibility, of registered pupils at the school.

If you wish to nominate yourself, please complete the following forms and return to me no later than Thursday 3rd July 2025. Nominations received after this date will not be considered.

Further details relating to the constitution of the governing body and eligibility can be found at [School Governor's Guide to the Law - Chapter 3: Governing body constitution](#)

We would be delighted to hear from a Parent who:

- is committed, enthusiastic and interested in the role;
- has spare time and the energy for the role;
- is able to work well as part of a team;
- has an enquiring mind and the confidence to ask questions and debate issues that affect the school;
- is interested in the well-being of pupils;
- has a significant contribution to make to the school;
- can consider matters objectively and make informed judgments.

The successful Parent Governor will:

- hold office for a term of 4 years (or two years for nursery schools). Parent governors may serve out their term of office if their child leaves the school during the period of their term of office;
- commit to fulfil the role and acting in the best interest of the school at all times;
- attend termly (evening) meetings and as necessary, any additional meetings;
- complete mandatory on-line training within a specific timeframe;
- attend training sessions;
- abide by the Code of Conduct adopted by the Governing Body;
- obtain a satisfactory disclosure from the Disclosure and Barring Service (DBS) (if required by the GB);
- obtain a sense of achievement in helping to make a difference to learners reaching their potential and to the future of our local school.

NOTE:

- Any governor failing to attend meetings for a period of 6 months beginning with the date of the first such meeting or when fail to attend without the consent of the governing body, will be automatically disqualified from holding office as a governor.

If there are more nominations than vacancies, a secret ballot will be held. Ballot papers will be sent home with the pupils on Friday 4th July 2025 and must be returned by the end of the school day on Wednesday 9th July 2025 at the latest. Ballot papers received after the closing date will not be included. Ballot papers will be counted on Thursday 10th July 2025.

Cofion cynnes,

Mr. A. Bennett

Pennaeth: Mr. Ashley Bennett

BA (QTS), NPQH, NASENco, ILM7



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Parent governor election

NOMINATION FORM

Election of Parent Governor(s)

I wish to nominate myself for the position of parent governor.

1. Name: _____

2. Address: _____

3. Email: _____

4. Telephone: _____

Have you ever been or are you currently a governor?

Yes No

If yes please give details of the school, type of governor and period of office:

EDUCATION & SKILLS OVERVIEW AND SCRUTINY COMMITTEE

In Conwy, the Education and Skills Overview and Scrutiny Committee deals with education matters and Parent Governor Representatives from Primary, Secondary and Special Schools are required on the Committee.

I would be interested in this role and authorise the Headteacher to share my details with Conwy LA to enable them to send me relevant information.

I would not be interested in this role.

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EXPERIENCE MATRIX:

Please indicate your level of skills and knowledge in the following areas, using the following scale:

N - None	B - Basic	M - Moderate	E - Extensive
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Your Name	School (if applicable)	
Skills, Knowledge and Experience		N - None B - Basic M - Moderate E - Extensive
GENERIC SKILLS, KNOWLEDGE AND EXPERIENCE		Further Information (please briefly include any further supporting information)
School governance		
Strategic Planning		
Self-Evaluation and / or impact assessment		
Data analysis		
Experience of staff recruitment		
Performance management (staff / organisation)		
Community relations		
Chairing / Leadership		
Coaching / mentoring		
Negotiation and mediation		
Handling complaints, grievances, appeals		
Risk assessment		
LOCAL KNOWLEDGE		
Knowledge of the school		
Knowledge of the local community		
Knowledge of sources of relevant information / data		
Knowledge of the local / regional economy and business		
SPECIALIST KNOWLEDGE OR EXPERIENCE		
Financial management / accountancy		
Estates (buildings and premises) management		
Human resources expertise		
Equality and diversity		
Procurement / purchasing		
Legal		
ICT and / or management information systems		
PR and Marketing / commercial experience		
SPECIALIST KNOWLEDGE OR EXPERIENCE		
Teaching and pedagogy		
Special Educational Needs and disability		
Children and Young Peoples services or activities		

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Health services		
Safeguarding		
Nursery schools		
Primary schools		
Secondary schools		
Special schools		
Project management		
Health and Safety		
Quality Assurance		

PERSONAL STATEMENT: Please find below a short personal statement, of no more than 150 words, in support of my nomination. I understand that, if there are more nominations than vacancies, a secret ballot will be held and my Personal Statement below will be shared with parents of the school as part of the ballot process.

DISQUALIFICATION DECLARATION

You should note that some people are ineligible to be a governor.

Regulations disqualify certain individuals from becoming a governor: The Education (School Government) (Wales) Regulations 1999, Regulation 15 and Schedule 6 and The Government of Maintained Schools (Wales) Regulations 2005, Regulation 24 and Schedule 5. A person is disqualified from being a school governor if:

1. that person would, at the date of appointment, be a member of the governing bodies of more than two schools.
2. that person refuses a request by the Governing Body to apply for a Disclosure & Barring Service (DBS) check.
3. that person has been adjudged bankrupt or sequestration of his estate has been awarded and (in either case) he/she has not been discharged and the bankruptcy order has not been annulled or rescinded. That person has made a composition or arrangement with, or granted a trust deed for, his creditors and has not been discharged in respect of it.
4. that person has been disqualified from serving as a Company Director or has an order made under Section 429 (2) (b) of the Insolvency Act 1986.
5. that person has been removed from the office of trustee for a Charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the Charity.
6. that person is liable to be detained under the Mental Health Act 1983.
7. (a) (i) that person has within the previous 5 years been convicted of any offence and has received a prison sentence (whether suspended or not) for a period of 3 months or more without the option of a fine; or (ii) that person has within the previous 20 years has been convicted of any offence and has received a prison sentence for a period of more than 2½ years; or (iii) that person has at any time been convicted of any offence and has received a prison sentence of 5 years or more.

(b) that person has within the previous 5 years been convicted under Section 547 Education Act 1996 (nuisance and disturbance on educational premises) which took place on the premises of a school and has been sentenced to a fine.

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8. that person is a governor who has remained suspended from office by virtue of regulation 4 or 5 of the Government of Maintained Schools (Training Requirements for Governors) (Wales) Regulations 2013 for a continuous period of six months or who has already been disqualified for failure to attend required training until he has completed that training.

APPLICANT'S DECLARATION

- I confirm my eligibility to stand as a school governor and that I'm not disqualified from membership by reason of any disqualification set out above.
- I agree to inform the school of any change to my circumstances that might disqualify me from holding office as a governor.
- I agree to abide by the Code of Conduct adopted by the Governing Body.
- I agree to commit to fulfil the role of a school governor and attend the scheduled meetings, acting in the best interest of the school at all times.
- I understand that if I fail to attend meetings for a period of 6 months beginning with the date of the first such meeting of when I fail to attend without the consent of the governing body, I will be automatically disqualified from holding office as a governor.
- I confirm that the information provided in support of my application is accurate and true.

Signed: (APPLICANT)

Date:

Pennaeth: Mr. Ashley Bennett

BA (QTS), NPQH, NASENco, ILM7