



Charlton Kings Infants' School

'The wings to fly, the confidence to try'



Lyefield Road East, Charlton Kings, Cheltenham, GL53 8AY

Telephone: (01242) 514483
Email: secretary@ckis.org.uk

Head teacher: Katie James BA (Hons) QTS

Friday 3rd October 2025

Dear Families,

We will soon have vacancies for parent governors and are seeking nominations for enthusiastic and committed parents or carers to join the CKIS and Kindergarten governing board.

There are no particular qualifications required for the role and all parents and carers of children at the kindergarten and school are invited to stand. However, following an analysis of the results of our skills audit the board has identified a need for legal, finance or HR expertise, so would be particularly keen to receive nominations from a parent or carer able to offer this.

The core functions of the governing board are

- Ensuring clarity of vision, ethos and strategic direction of the school.
- 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 its money is well spent.

At CKIS and Kindergarten we always aim for positive and purposeful partnerships with parents, which undoubtedly bring important benefits to the pupils. Parent governors are welcomed as valued members of the CKIS and Kindergarten team and play a vital role in ensuring the governing board is aware of the views of parents and the local community. We appreciate that parents are 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.

The term of office for all governors is four years. Governors currently meet as a full board four times a year, with meetings usually starting at 18.00pm and finishing around 19:30pm. In addition, governors each hold a position on one of our three committees; Finance and Operations, Audit and Curriculum and Standards. All governors are invited to join the committee that their skills and experience match with, or one which they have a particular interest in. Each committee meets termly.

As part of their role, governors are also invited to visit the school during the day for monitoring visits and are encouraged to support school events, where possible.





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We offer new governors a comprehensive and supportive induction, and each new governor is assigned a mentor. Full training for the role is also available.

How to apply

If you are interested in becoming a parent governor, please complete the attached form and submit it via email to clerk@charltonkings-inf.gloucs.sch.uk by **12.00 noon on Friday 17th October 2025**. Alternatively, paper copies addressed to the Governance Professional can be submitted to the school office by the same date. If you are putting someone else forward for nomination, please ensure they are happy for you to do so.

When completing the form please read the attached information on disqualification to ensure you are eligible to stand for election. Please also include a short statement (max 150 words) detailing your relevant skills and experience that may support you in the role of governor, your understanding of the role and commitment required, and your willingness to undertake relevant training and development. This will then be circulated to all parents to help them decide who to vote for if an election is required. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election. An election, by secret ballot, will be held if more nominations are received than the number of vacancies. If an election is needed details of the procedure and voting papers will be sent to all parents families.

If you have any questions about the role, or require the nomination form in an alternative format, please do not hesitate to contact me. My email address is clerk@charltonkings-inf.gloucs.sch.uk

Yours faithfully,

Ruth Watson
Governance Professional



CKIS Parent Governor nomination form

| Nominee details: | |
|--|--|
| I have read the information on disqualification and confirm that I am eligible to stand for election. | |
| Name: | |
| Email address: | |
| Child's name: | |
| Child's class: | |
| Signature: | |
| Biographical detail/reasons for standing. (Maximum 150 words, this will be included on the ballot paper) | |
| | |

Nominated and seconded by:

| I wish to nominate the above-named parent for the role of parent governor at CKIS. I confirm that the above-named candidate is willing to serve if elected and hereby nominated to stand for election. | |
|--|--|
| Nominated by: | |
| Name: | |
| Email address: | |
| Child's name: | |
| Child's class: | |
| Seconded by: | |
| Name: | |
| Email address: | |
| Name of child: | |
| Child's class: | |

Please return your nomination form to the **school office** or **via email to clerk@charltonkings-inf.gloucs.sch.uk** no later than **12.00 noon** on Friday 17th October 2025. The returning officer for this election is Mrs Ruth Watson, Governance Professional. If there are more nominations than vacancies, an election will be held week commencing 3rd November 2025 and all parents will be sent a voting paper.

Disqualification from holding or continuing to hold office as a governor of a school

[The School Governance \(Constitution\) \(England\) Regulations \(2012\) Schedule 4](#) states that a person is disqualified from holding or continuing to hold office as a governor of a school if, in summary, that person:

- Is under 18 years of age.
- Is a registered pupil of the school.
- Is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions order; debt relief order; an interim debt relief order; or their estate has been sequestered and the sequestration has not been discharged, annulled or reduced.
- Is 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).
- Has 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.
- Has been removed from office as an elected governor within the last five years.
- Is included in the list of people considered by the Secretary of State as unsuitable to work with children or young people.
- Is barred from any regulated activity relating to children.
- Is 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.
- Is disqualified from working with children or from registering for child-minding or providing day care.
- Is 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, has been sentenced to three months or more in prison (without the option of a fine) in the five 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, has received a prison sentence of two and a half 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, has at any time received a prison sentence of five years or more.
- Has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years ending with the date immediately preceding appointment/election or since appointment or election as a governor.
- Refuses a request by the clerk to make an application to the Disclosure and Barring Service for a criminal records certificate.

A person is disqualified from election or appointment as a parent governor of a school if the person—

- (a) is an elected member of the local authority; or
- (b) is paid to work at the school for more than 500 hours in any twelve consecutive months

