

18th September 2025

Dear Parent/Carer,

ELECTION OF PARENT GOVERNOR

I am writing to inform you that we have 2 vacancies for Parent Governors on the school's Governing Body. Nominations are sought for the vacancies, and a nomination form is enclosed.

In general, any parent of a registered pupil at the school at the time of the election is eligible to be a Parent Governor. However, no parent may be a member of more than two governing bodies, and there are strict rules on eligibility (see nomination form enclosed).

The completed form should be returned to the school by Tuesday 30th September 2025, or emailed to powisa1@hwbmail.net. Please note that it is your responsibility to ensure that the nomination is given in to the office for the attention of Clerk to the Governing Body or emailed directly to her.

If there are more nominations received than the number of vacancies for Parent Governors, then an election will take place. Voting papers will be sent to all parents with children at the school.

All governors must attend within the first-year mandatory training for Governor Induction and Data training. Training courses for Governors are provided free of charge by the Authority.

You will also be required to have a DBS (Disclosure Barring Service) which will be completed by the school.

Yours sincerely

A Powis

Mrs A Powis

Clerk to the Governing Body

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PARENT GOVERNOR: APPLICATION FORM

CANDIDATE INFORMATION FOR CEFN SAESON COMPREHENSIVE SCHOOL

NAME: Mr/Mrs/Miss/Ms.....

ADDRESS

POST CODE TELEPHONE

MOBILE No:.....EMAIL:.....

OCCUPATION

PARENT OF..... IN CLASS.....

ARE YOU A GOVERNOR AT ANY OTHER SCHOOL: YES / NO

IF YES, PLEASE STATE WHICH SCHOOL(S)

Although it is not a requirement to supply a personal nomination statement, nominees may submit a short statement (of no more than 150 words) along with their nomination, on the agreed form. Please note that nominations will not be invalidated if a statement is not included. If the statement exceeds more than 150 words, only the first 150 words will be published on the ballot form (if required).

.....
.....
.....

I confirm that I am prepared to stand; that I am qualified to hold office under the criteria listed overleaf; and that the details above are accurate.

..... (Signature)

.....(Date)

The following is a summary of the conditions which governors must meet to qualify to hold or continue in office.

A governor must:

- have a satisfactory Disclosure & Barring Service (DBS) Certificate (provided by the school)
- be age 18 or over at the time of appointment or election
- not hold more than one governorship at the same school
- not be a governor at more than two schools
- not be bankrupt or disqualified under the Company Directors Disqualification Act 1986 or an order under the Insolvency Act 1986
- not have been removed from the office of charity trustee or trustee for a charity on grounds of misconduct or mismanagement
- not be included in the list of teachers or workers prohibited or restricted from working with children or young people
- not be disqualified from being a teacher, other school employee or an independent school proprietor
- not have been sentenced to 3 months or more imprisonment in the 5 years before becoming or since becoming a governor
- not have received a prison sentence of 2½ years or more in the 20 years before becoming a governor
- not at any time have received a prison sentence of 5 years or more
- not have 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
- not hold office or continue to hold office at time when he/she is liable to be detained under the Mental Health Act 1983
- not have failed to attend meetings of the governing body without consent for a continuous period of 6 months
- attend mandatory training where prescribed by legislation
- not be appointed to the same category of school during the 12 months following disqualification for non-attendance
- not act as clerk to the governing body
- the person refuses a request by the governing body to make an application under section 113 of the Police Act 1997 for a criminal records certificate

Please refer to the Government of Maintained Schools (Wales) Regulations 2005 for further details. If you wish advice or guidance on the above please contact: governors@npt.gov.uk , or write to the School & Family Support Team, Port Talbot Civic Centre, Port Talbot, SA13 1PJ or telephone 01639 763600.

