

UNIVERSITY
TECHNICAL COLLEGE BOLTON

Wednesday, 30 September 2015

Dear Parent/Carer

Parent/Carer Governor - University Technical College Bolton

I am writing to advise you that there is a vacancy for **2** parent/carer governors on the UTC's Governing Body and to invite parents/carer who are interested in taking up this role to put their names forward, or to nominate another parent/carer. If you nominate a fellow parent/carer please ensure they countersign the attached nomination paper.

We would draw your attention to the reverse of the nomination form – Declaration of Eligibility which lists the criteria for qualifications and disqualifications. Please ensure the declaration is signed by the nominee.

The timescale for electing the new governor is as follows:-

- Nominations to the Principal by **23rd October**

If more nominations are received than there are vacancies:

- The election will be held on **16th November at noon**

If the number of nominations received are equal to or less than the number of vacancies there will be no need to hold a ballot. If a ballot is necessary one voting paper per parent /carer will be sent to you via your child.

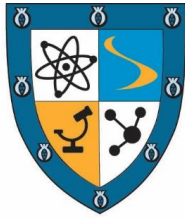
Should you mislay this nomination paper, a further copy may be obtained from the UTC.

This letter and the attached forms are also available in other formats, for example, large print. Braille and other languages may be arranged by request.

For further information please contact Lynda Moore, the Clerk to the Governing Body – reception@utcbolton.org

Yours sincerely

D Goddard
Principal and Returning Officer



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What is the role of UTC governors and Governing Bodies?

Governing Bodies are responsible for a wide range of matters, which include ensuring that students receive high quality education and planning for the future development and improvement of the UTC. Parent/carer governors play an important role as members of the Governing Body and are welcomed as valued members of the team. The Governing Body works together – governors do not make decisions individually.

Governors will support and, at the same time, challenge the Principal by gathering views, asking questions and deciding what is best for the UTC. Governors make important decisions on how UTC Bolton will be run and have to stand by their collective decision. The Governing Body is answerable to parents, carers, students and the wider community.

Governing Bodies comprise of various types of governor. The Governing Body will include:

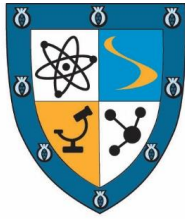
- Parents/carers elected by other parents/carers at the UTC.
- Staff governors elected by their colleagues.
- Individuals from universities and UTC Bolton's industrial partners.

Commitment

The Governing Body meetings are held **at 5.30pm around 4 or 5 times a year**. Meetings should last no more than 2.5 hours. Governors are encouraged to visit the UTC to learn more about the way the UTC works.

What will you gain as a UTC parent/carer governor?

- The opportunity to make a real difference and the chance to contribute to the good of the community, leading to real satisfaction and a sense of achievement. You will gain an understanding of the decision making process of UTC Governing Bodies and an awareness of the education system as a whole;
- Working as a UTC governor will give the opportunity to work with a wide variety of people and students from a variety of social, cultural and religious backgrounds;
- You will develop new skills and strengthen existing ones. You will be offered training in various aspects of the governor role.



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Appointment of UTC Governors – Nomination and Declaration of Eligibility

I wish to stand for election as a parent governor of **UTC Bolton**

Title: Mr, Mrs, Ms, Miss, Dr, _____ Surname _____

First Names _____

Date of Birth _____

Home Address and postcode

Telephone no: - home: _____

- work: _____

- mobile: _____

E mail _____

If you are nominating another parent please sign here and ensure that the nominee signs the declaration on the reverse.

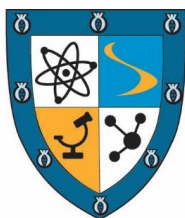
Signature _____

Name _____ Date _____

Declaration of Eligibility

I declare that I am not disqualified from serving as a UTC governor and that:

- **I am** aged 18 or over at the date of this election or appointment;
- **I do not** already hold a governorship of the same UTC;
- **I am not** a person who is detained under the Mental Health Act 1983;
- **I am not** the subject of a bankruptcy restrictions order or an interim order;
- **I have not** had my estate sequestrated and the sequestration has not been discharged, annulled or reduced.
- **I have not** been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement or, under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, from being concerned in the management or control of anybody;



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- **I am not** included in the list (List 99) of teachers and workers with children or young persons whose employment is prohibited or restricted;
- **I am not** disqualified from being the proprietor of any independent school or for being a teacher or other employee in any school;
- **I am not** disqualified from working with children;
- **I have not**, in the five years prior to becoming a governor, received a sentence of imprisonment, suspended or otherwise, for a period of not less than three months without the option of a fine;
- **I have not**, in the twenty years prior to becoming a governor, been convicted as aforesaid of any offence and had passed on me a sentence of imprisonment for a period of not less than two and a half years;
- **I have not**, at any time, had passed on me a sentence of imprisonment for a period of not less than five years;
- **I have not** been fined, in the five years prior to becoming a governor, for causing a nuisance or disturbance on education premises;
- **I am not** subject to a disqualification order under the Criminal Justice and Court Services Act 2000.

I am willing to serve as a parent governor should I be elected. I am not disqualified from serving as a UTC governor and agree that the information I give on this form can be recorded and used by the UTC Trust. I give permission for an application to be made to the Disclosure and Barring Service for an enhanced DBS certificate. If I become disqualified I will notify the Clerk to the Governing Body.

Signature _____ Date _____

In the event of an election details supporting candidature are invited. Please complete the personal statement below in support of your nomination – no more than 100 words please.

This nomination paper should be returned to the Principal no later than noon on **23rd October 2015**