

12th September, 2022

Dear students, parents and carers,

Our sympathies and condolences are with the Royal family at this time. As a mark of respect, on Monday, 19th September, the day of the funeral of the Queen, College will be closed to all staff and students.

Open Parents Event: Wednesday 14th September 5.30pm in the Merlin Theatre

All parents, but especially our new families, are welcome to attend an informal meeting with our senior leadership team and myself. The purpose of the meeting is to outline the aims of the academic year, keep parents up to date with College developments and to support parents with the use of FROG, our virtual learning environment. A reminder that all homework, notices and reports are posted on FROG so it is really important to be able to access FROG

There is no need to book, tea and coffee will be available. All families are welcome to bring along their children.

Parent Governor Elections:

We have one space for a parent to be elected on to the Frome College Governing Board; this is a great opportunity to engage with college and support our progress.

Please find attached details on how to apply for this position and the process this entails.

The closing date for nominations is 8am on Friday 23rd September. Should you have questions about this process please do contact either myself or our Chair of Governors, Gayle Willmott, on Gayle.Willmott@fromecollege.org

Year 11 Raising Achievement Evening

The Year 11 Raising Achievement evening will be held on Thursday 22nd September from 6 to 8 pm. A separate detailed letter will be sent shortly to all Year 11 parents.

These are events open to everyone in the year group to attend with parents with the focus on how to support learning. We brief parents on the curriculum, home study techniques and examination structure. Most importantly, we also focus on strategies to manage anxiety and simple techniques to feel physically and mentally healthy, our key focus for this academic year.

Year 9 Camp 3rd to 7th October

During the week of 3rd to 7th October, we are planning for all of year 9 to spend a night and day in the outdoors, when they will participate in a range of activities. All year 9 should have received a letter and a copy can be found on the website under the Letters tab.



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Payment for food and trips

Parentpay is the method used to pay for break and lunchtime food or trips. If you have any queries relating to the use of Parentpay please contact KCharlton@fromecollege.org in our Finance Office.

Student Survey

All students will be sent a survey on FROG to gather their views on their experience at the start of term. Please can you remind your child to complete the survey – this is due on Friday 16th September.

Frome College Property

We have had a number of sightings of members of the public using the college site for recreational purposes, including barbeques and dog walking. Please be aware that college property is private and therefore anyone found on college site without permission will be considered as trespassing. Neighbours and college staff have the right to call the police to any trespassers on site; thank you for your understanding.

Thank you for your continued support.

Yours sincerely,

A handwritten signature in black ink, appearing to be "ER" with a flourish.

Emma Reynolds
Principal

Attachments:

Letter regarding the election of parent governors
Appendix 1 Parent Governor Nomination Form
Appendix 2 Parent Governor Qualifications and Disqualifications



12th September 2022

Dear Parent or Carer

The Board of Governors for Frome College currently has a vacancy for one Parent Governor. As a mother, father, 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.



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- Review and agree policies and guidance, ensuring that the school is working effectively within legal frameworks.

So why do people do it?

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

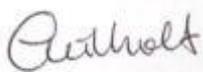
- No single governor is expected to know everything about education and in relation to schools the law, finance and strategic planning – they are part of a corporate body who have the combined experience, knowledge, skills and commitment to work together to meet these demands effectively.
- It is a great 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 is more than one candidate, 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 for the role.

If you are interested in becoming a Parent Governor for Frome College, please complete the attached nomination form and return to the Clerk to the Governors, Kerry Jones, no later than 8am on Friday 23 September 2022. Nominations can be handed in to reception or emailed to fccparentgovernorelection@fromecollege.org

Yours sincerely



Gayle Willmott
Chair of Governing Board

Appendix 2

PARENT GOVERNOR QUALIFICATIONS AND DISQUALIFICATIONS

Schedule 4 (*regulation 17*) of the Constitution Regulations covers the qualifications and disqualifications of governors.

A governor must be aged 18 or over at the time of his or her election or appointment and cannot be a registered pupil at the school.

A person cannot hold more than one governorship at the same school.

A person is disqualified from holding or continuing to hold office as a governor of a school if, in summary, that person:

- is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions order; a debt relief restrictions order; an interim debt relief restrictions order; or their estate has been sequestrated 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;
- 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 the governing body or other officer of the school, to make an application to the Disclosure and Barring Service for a criminal records certificate
- has been removed as an elected governor from the governing body during their term of office; they are disqualified from serving or continuing to serve as a school governor for five years from the date of their removal – not just at the school they have been removed from, but any school.

Note: From 1st May 2017 any person who was elected as a parent or staff governor and was removed during their term of office will be disqualified from becoming or continuing to serve as a governor for five years from the date of their removal.

Anyone proposed or serving as a governor who is disqualified for one of these reasons must immediately notify the clerk to the governing body.



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Appendix 1

Who can be a parent governor?

All those who have parental responsibility and are over the age of 18 are eligible to stand for election, including parents who work at the College provided that they work for less than 500 hours per year when they are elected.

A "Parent" is defined as including "any individual who has or has had parental responsibility for, or cares or has cared for, a child or young person under the age of 18".

This includes a person who the child lives with and who looks after the child, irrespective of what their relationship is with the child. This must be someone involved in the full-time care of the child on a settled basis.

There are some circumstances that disqualify an individual from serving as a College governor, please read the list of disqualifications.

How to nominate yourself

If you would like to put your name forward, complete the nomination form and in addition write a brief personal statement (*50 words maximum*) to support your nomination. The statements of all candidates will be typed in a standard format and circulated to all parents with ballot papers.

- If the number of nominations is the same as or less than the number of vacancies, all candidates will be elected unopposed.
- If there are more nominations than vacancies, an election will take place.
- Nomination forms are to be returned to the email address fccparentgovernorelection@fromecollege.org or hard copies can be posted in the box in the college reception. **The closing date for nominations is 8am on Friday 23rd September.**

1. Parent Governor Election: Nomination form

NOMINATION FORM

Election for a parent governor at Frome College

Name:

.....

Address:

Email:

.....

Children in Year(s):

Why I would like to be a parent governor:

What I can offer as a parent governor:

I confirm that I have read and understood the list of disqualifications and am willing and eligible to stand for election as a parent governor at Frome College

Full name:

Signed:

.....

Dated: