

Langley Park School for Girls

Enabling everyone to thrive – acting with kindness, determination and respect.



Headteacher: Mr S Whittle, MA (Cantab), PGCE, NPQH

15 September 2025

Dear Parents and Carers,

Invitation to Stand for Parent Governor

I am writing to advise you that there is a vacancy for a Parent Governor at Langley Park School for Girls. All parents/carers who have a child at LPGS are eligible to stand for Parent Governor. The role of a school governor is extremely important and many essential decisions about this school are taken by our Governing Body. School governors work together with the Senior Leadership Team to continually improve the education for every child at our school.

Our school governors have 3 core functions. They:

1. Ensure the clarity of vision, ethos and strategic direction of our school;
2. Hold the Headteacher to account for the educational performance of our school and its pupils, and the performance management of staff; and
3. Oversee the financial performance of our school and make sure its money is well spent.

Parent Governors are elected for a four-year term of office. In terms of time expectations, Parent Governors are asked to attend two Governing Body meetings each term (six per academic year). These usually take place in person at Langley Park School for Girls on a Tuesday evening at 6.00pm. They are also asked to complete essential training, undertake visits to the school during the day to see it in operation and to check their Governor e-mail accounts at least weekly.

Parent Governors are there as a representative parent voice on the Governing Body, something that is highly valued. Please note, it is not the role of Parent Governors to raise individual questions or queries on behalf of other parents, or in respect of their own child/ren.

In terms of expectations, as a minimum, Parent Governors are asked to:

1. Apply for a Disclosure and Barring Service (DBS) check. The school pays for this, but you are required to provide identification documents.
2. Attend two Governing Body meetings each term (six per academic year). These usually take place on a Tuesday evening at 6.00pm at Langley Park School for Girls.
3. Complete essential training online in safeguarding and cyber security annually.
4. Use a school email address for Governing Body business and check this regularly.
5. Undertake visits to the school during the day to see it in operation.
6. Have your name displayed as a Governor on the school's website and on the Department for Education's database.

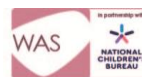
If you would like to stand for Parent Governor, please complete the relevant section on the nomination form attached on page 3.

We also ask that each person prepare a short personal statement, stating why they wish to become a Parent Governor. This appears on page 3. If there is a need for an election, these statements will be circulated to parents/carers with the ballot papers.

Langley Park School for Girls, Hawksbrook Lane, South Eden Park Road, Beckenham, Kent BR3 3BE

Tel: 020 8639 5200 • info@lpgs.bromley.sch.uk • www.lpgs.bromley.sch.uk

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2022-2025

On page 4 is the declaration of eligibility form, which is a list of statements which would prevent someone from becoming a school governor. Each applicant will need to sign the declaration, as we are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

Nomination forms, personal statements and declarations must be returned to the school office **by midday on Friday 26 September 2025**, either via email to Mrs Hasling, PA to the Headteacher, nhs@lpgs.bromley.sch.uk or in person to the school office, with the envelope marked as 'Parent Governor Nomination'. Any nominations received after this date and time will not be considered. If we receive more than one nomination, an election will be arranged. Further details will be sent if this is the case.

If you have any questions about the role of parent governor, or what is involved, please contact our Clerking and Compliance Manager, Tracey Roache, on troache@imat.uk and she will be happy to help.

Yours sincerely,

Mr S Whittle
Headteacher

Parent Election Nomination Form

Please complete the following nomination form (part A).

I wish to stand for election as a Parent Governor. My child attends this school.

Signed: _____

Print name: _____

Date: _____

Child's name & class: _____

Personal Statement Form (no more than 250 words)

Why I would like to become a parent governor:

Parent Governor Declaration of Eligibility

I declare that I am not disqualified from serving as a Parent Governor and that:

- I am aged 18 or over and not a registered pupil at the school.
- I am not the subject of a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief restriction order or an interim debt relief restriction order.
- I have not been declared bankrupt, and my estate has not been seized from my possession for the benefit of any creditors and the declaration or seizure has been discharged, annulled or reduced.
- I am not subject to a disqualification order or a disqualification undertaking under either the Company Directors Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002, or a disqualification order under the Companies (Northern Ireland) Order 2002.
- I am not subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
- I have not 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, for which I was responsible or to which I was privy, or to which my conduct contributed to or facilitated; or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned in the management or control of any body.
- I am not disqualified from acting as a Trustee and I have not been convicted of any offence which falls under section 178 of the Charities Act 2011, or any re-enactment or modification of that provision, or by any provision in the Companies Act 2006.
- I have not been found to be unsuitable by the Secretary of State under the provisions of the funding agreement.
- I have not been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 (and as amended) and excluding any offence for which the maximum sentence is a fine or a lesser sentence.
- I understand that I will be disqualified from holding or continuing to hold office if I do not make an application to the Disclosure and Barring Service for a criminal records certificate and if I do not provide to the Chair of the Board a criminal records certificate at an enhanced disclosure level.
- I understand that if in the opinion of either the Chair or Headteacher the certificate discloses any information which would confirm my unsuitability to work with children that I will be disqualified.
- I understand that I will cease to hold office if I become incapable by reason of illness or injury of managing or administering my own affairs.

Signed:.....

Print Name:.....

Date:.....

Please complete the declaration and return it with page 3 – nomination form and personal statement. Please note: the declaration of eligibility, the nomination form and the personal statement must be returned to the Headteacher via their PA within the stated timescale.