**APPLICATION AND NOMINATION FORM:**

**PARENT GOVERNOR**

If you wish to be a candidate in the election for a Parent governor to join the Corporation (governing body) of Cirencester College, please complete this form and obtain the nominations of two other parents of current students at the College.

Please restrict your answer to any question to a maximum of 150 words.

The information you provide on this form will be circulated to all parents who are entitled to vote in the election.

A brief information sheet about the Corporation and the governors' role is attached.

|  |  |  |
| --- | --- | --- |
| **1.** | **Your name:** |  |
| **2.** | **Name of and relationship to current student at Cirencester College:** |  |
| **3.** | **Please describe any present or recent employment:** |  |
| **4.** | **Do you have any experience of school or college governance? If so, please give details:** |  |
| **5.** | **Are you a charity trustee or do you do any voluntary work? If so, please briefly describe this:** |  |
| **6.** | **Why would you like to become a governor of the Cirencester College? What do you think you could contribute to the Corporation?** |  |
| **7.** | **Please provide any other information you think is relevant to your application:** |  |

*Cirencester College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all governors to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Scheme check.*

*Parents are advised that, if successful, they will be required to register any business and other interests. These measures are taken to protect students, and to ensure that governors act with honesty and integrity and so that potential conflicts of interest are known.*

Candidate's signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

----------------------------------------------------------------------------------------------------------------

|  |  |
| --- | --- |
| **NOMINATION** | |
| I ……………………………………. (*Nominator’s name*), nominate ………………………………..  (*Candidate’s name*), as a suitable person to be a Parent governor of Cirencester College. | **Nominator’s signature:**  **Date:** |
| Nomination seconded by ……………………….  (Seconder’s name) | **Seconder’s signature:**  **Date:** |

Please return this completed form to Suzanna Miles, Governance Manager via email to [suzanna.miles@cirencester.ac.uk](mailto:suzanna.miles@cirencester.ac.uk) Alternatively, please place the completed form in an envelope marked for the attention of Suzanna Miles and deliver it to the main College reception.

**Applications should be received no later than 5pm on Tuesday 4th November 2025.**

If you need any further information about the Corporation or the role of the Parent Governor, please do not hesitate to contact Suzanna.

**THE CORPORATION**

The Corporation, or governing body, of Cirencester College is responsible for setting the educational direction of the college and the policies to achieve its mission. It monitors the implementation of these policies and sets the annual budget. It operates at a strategic level and is not concerned with the details of the curriculum or the management of staff, which are the responsibility of the Principal.

The Corporation meets six times a year, on Mondays at 5.00pm, for full Corporation meetings and usually for a further two strategic planning meetings. There are additionally three committees and occasional working groups, and most governors join at least one of these.

**PARENT GOVERNORS**

In addition to the requirement that 6th Form Colleges have an elected parent on their governing body, we are committed to actively listening to the voice of all staff. The Corporation will appoint the person elected, unless they are debarred from being a governor, for example on grounds of bankruptcy or a criminal record. The successful candidate will be required to have a DBS check. The Parent Governor will have the same rights and responsibilities as other governors, the only difference being that, instead of being appointed for a fixed number of years, they are appointed until the end of the term following that in which their child leaves Cirencester College.

The role of Parent Governor allows the postholder to feed in their personal perspectives as a parent to the Corporation and to share the views of other parents. It is important to stress that the Parent Governor is not a representative of the parent body. All governors are required to adhere to the principles of collective responsibility and decision-making.

One of our previous Parent Governors made the following statement about their time on the Corporation:

*“I saw my role as Parent Governor as being part of a team that develops a successful strategy for the College — a role that is both demanding and very rewarding. We provide strategic support to sustain the College’s pursuit of excellence.”*

**ELECTION TIMETABLE**

**The timetable for the election of the next Parent Governor is as follows:**

* Deadline for submission by candidates – 5pm, 4th November 2025
* Publication of candidates and start of the election – 9am, 10th November 2025
* End of election – 5pm, 14th November 2025

**GENERAL ROLE OF GOVERNORS**

***Governors, who are drawn from the community, staff and students of Cirencester College, share corporate responsibility, principally for ensuring that:***

* The educational mission and character of Cirencester College reflect the needs of the local community and are within government policies.
* Public funds are used in accordance with their intended purposes and to maximum benefit of learners and the community.
* Appropriate staffing arrangements are in place and that there is a framework of pay and conditions for staff, in particular, for senior post-holders.
* Through leadership and encouragement there is continuous improvement in teaching and learning and thus enhancing the student experience.
* Provision reflects the needs of stakeholders and the whole community served by Cirencester College.

***Additionally, governors have individual responsibilities:***

* A commitment to the seven principles of public life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership; as set out in Lord Nolan’s Report.
* To attend meetings of the Corporation and those committees of which they are members and prepare for and contribute to meetings.
* To use their experience and skills to contribute to the Board’s decision making.
* To act as ambassadors for the college at college events and in the wider community.
* To take part in the annual review of governance performance and in the appraisal of their individual contribution.
* To undertake relevant training and participate in development events for governors.
* To support corporate decisions of the Board, irrespective of their personal views.
* To safeguard and promote the welfare of children, young people and vulnerable adults at Cirencester College.
* To promote equality and diversity within Cirencester College.

***Governors' skills***

Each governor will bring expertise and experience to the Corporation. Additionally, all governors need generic skills, qualities and attributes. These include

* Ability to work as a member of the governor team and to respect corporate decision making.
* A real interest in education, particularly the education of 16–19-year-olds.
* Ability to operate at a strategic level.
* Decision making skills.
* Communication skills.
* Leadership skills.
* Empathy with students and community needs.