

Dear Parents and Carers,

We currently have a vacancy for a parent governor and are seeking nominations for an enthusiastic and committed parent or carer to join the governing board.

There are no particular qualifications required for the role but, following an analysis of the results of our skills audit, we have skills gaps in the areas of **human resources, grant application and finance**, and would be particularly keen to receive nominations from someone with experience in any of these areas.

The core functions of the governing board are:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding senior leaders to account for the educational performance of the organisation, its pupils, and the performance management of staff.
- Overseeing the financial performance of the organisation and making sure its money is well spent.

The term of office for all governors is **four years**.

At St Mary's Catholic Primary & Nursery School, we always aim for positive and purposeful partnerships with parents, which undoubtedly bring important benefits to the pupils. One of the most significant ways you can help in promoting this aim is to volunteer to be a parent governor. The governing board's main tasks are to support the school, ensure that all pupils receive a high quality education and plan for future development and improvement.

Parent governors are welcomed as valued members of the team and play a vital role in ensuring the governing board is aware of the views of parents and the local community. We are confident that there are parents prepared to volunteer to take on this key role and give their time and commitment to help us continue to develop and improve the school's performance.

**Governors currently meet as a board seven times a year and meetings usually start at 6.30pm and are finished around 8.00pm.** All meetings are currently held remotely. If needed, additional meetings will be planned with, unless there are extraordinary circumstances, seven days' notice given.

Governors are occasionally required to visit the school during the day for monitoring visits and are encouraged to support school events, where possible.

We offer new governors a comprehensive and supportive induction, and each new governor is assigned a mentor. Full training for the role is also available.

If you are interested in becoming a governor, self-nomination is acceptable – see attached form, which will need to be **submitted to the school office by 12.00 noon on Wednesday, 21<sup>st</sup> October.**

When nominating yourself or someone else for the role of parent governor, you are nominating the person you believe has the skills and commitment to undertake the role. You are also nominating someone you trust to represent the views of parents when working with other governors and the head teacher, to promote high standards and strategically develop the school. The parent governor's role is not to represent individual parents' views or to report back directly to parents.

Should you have any questions about the role please do not hesitate to contact this email address: [admin3505@welearn365.com](mailto:admin3505@welearn365.com).

If there are more nominations than vacancies, an election will be held following the half-term break and all parents will be sent a voting paper.

Yours sincerely,

**Mrs A. Scull**  
Chair of governors

## PARENT GOVERNOR NOMINATION FORM

Please complete section one for self-nomination and refer to the information on the reverse of this form to make yourself aware of the circumstances that a person may not be permitted to stand for the role of school governor. If you are nominating someone other than yourself, please complete section two of this form, reviewing the reverse of this page to ensure that the individual in mind is suitable for the position.

### Section one – self nomination

I wish to nominate myself for the role of parent governor at St Mary's Catholic Primary & Nursery School. I have read the information on disqualification and confirm that I am eligible to stand for election.	
Name:	
Email address:	
Child's name:	
Child's class:	
Signature:	

### Section two – nominating someone else

I wish to nominate another parent for the role of parent governor at St Mary's Catholic Primary & Nursery School. I confirm that I have informed the parent of my intention to nominate them and they are willing to be nominated for election.	
<b>Nominee's details</b>	
Name:	
Email address:	
Child's name:	
Child's class:	
Signature:	
<b>Person being nominated</b>	
Name:	
Email address:	
Name of child:	
Child's class:	
Signature:	I have read the information on disqualification and confirm I am eligible to stand for election.

Please return your nomination form to the school office no later than 12.00 noon on Wednesday, 21<sup>st</sup> October. The returning officer for this election is Sharon McAloon, Staff Governor.

If there are more nominations than vacancies, an election will be held following the half-term break and all parents will be sent a voting paper.

## Disqualification from holding or continuing to hold office as a governor of a school

[The School Governance \(Constitution\) \(England\) Regulations \(2012\) Schedule 4](#) states that a person is disqualified from holding or continuing to hold office as a governor of a school if, in summary, that person:

- Is under 18 years of age.
- Is a registered pupil of the school.
- Is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions order; debt relief order; an interim debt relief 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.
- Has been removed from office as an elected governor within the last five years.
- 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 make an application to the Disclosure and Barring Service for a criminal records certificate.

A person is disqualified from election or appointment as a parent governor of a school if the person—

- (a) is an elected member of the local authority; or
- (b) is paid to work at the school for more than 500 hours in any twelve consecutive months.