



ST. PATRICK'S CATHOLIC VOLUNTARY ACADEMY.

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Headteacher: Mrs T Lane

30th November 2017

To the parents of pupils
at St Patricks Catholic Primary & Nursery School

Dear Parents

Nominations for parent governors

The governing body of your school has a vacancy for a parent governor and is looking for parents who are interested in this role and who have children at the school. The term 'parent' relates to any person who has 'parental responsibility' as defined by the Section 576 of the Education Act 1996. If you have any queries about your eligibility as a parent, please contact me for further advice.

In accordance with the School Governance (Constitution) (England) Regulations 2007 and 2012, an elected member of the Local Authority (LA) or school staff who are paid to work at the school for more than 500 hours in any consecutive twelve month period are **not** eligible for election or appointment as parent governors. However, they can vote in parent governor elections if they are parents of children attending the school and can be governors at another school.

Governing bodies are responsible for a wide range of matters which come under three main headings: Strategic Direction; Support Monitoring and Evaluation; and Ensuring Accountability. Duties include management of the school budget, school effectiveness, preparation for Ofsted inspection and involvement in a variety of personnel and pupil issues. In your role as a school governor, you will be supported in these duties by other experienced members of the governing body, the headteacher, clerk to the governors and the Trust.

The governing body works together as a group, meeting at least six times per year. If you are thinking of standing as a governor, remember that you will need to attend a minimum of two meetings a term. As a governor, you will normally hold office for a period of 4 years, even if your child leaves the school during this time. You can, however, resign from the governing body at any time.

Parents from ethnic minorities and with disabilities are generally under-represented on school governing bodies in the area. The school would like to encourage nominations from under-represented groups in our community.

All new and re-appointed school governors are required to complete a declaration of eligibility form.

If you would like to be nominated as a parent governor, you need to:

- a. Check that you are eligible by reading the enclosed eligibility criteria.

- b. Once you are satisfied that you are eligible to become a governor please complete the nomination form.
- c. If you wish, you could include a statement, **up to 80 words**, about yourself and why you would like to become a governor. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election. All words over 80 will be deleted and not used in the election process.
- d. Each nomination must be received at the school by **10.00am on Monday 11th December 2017** It should be sealed in an envelope marked 'Nomination for Parent Governor' and may be delivered by hand, sent with your child, or by post to the school. A sealed ballot box will be available in the school for hand deliveries, details of its location will be found on a notice in the entrance to the school. The onus is on you to ensure that the nomination form is put in the box either by personal delivery or by sending it with your child.

Your nomination should be acknowledged by me within two working days of the closing date. If you do not receive this acknowledgement, please contact the school.

An election will be held if more nominations are received than the number of vacancies. For the purpose of the election, ballot papers will be sent to all parents or carers with children at the school, together with any details that you and other nominees have provided. This procedure will be explained to you should an election be necessary.

If you have any further queries about the role of parent governor, please contact the school, other members of the school governing body or email the Chair of the Trust Executive Committee on sncat@email.co.uk.

Yours sincerely

Tracy Lane
Headteacher

Nomination form

Election of a parent governor to the school governing body

School: St Patricks Catholic Primary & Nursery School

Please note if you are an existing parent governor and your term of office is coming to an end you will need to complete the nomination form if you wish to stand again.

Title: (Mr/Mrs/Miss/Ms etc.)

Full name of nominee (block capitals)

Address and postcode

Parent of:

Class:

I have read the declaration of eligibility and confirm that I am eligible to be a school governor.

Signature.....**date**.....

In the event of a ballot being needed, please indicate if you wish your address to be shown on the ballot form. Yes No (tick as appropriate)

If you wish, enter brief personal details of **not more than 80 words**. (See covering letter)

This form must be returned to the school by 10am on Monday 11th December 2017

(Please turn over to see Eligibility Criteria)

ELIGIBILITY

Parent governors are elected by, and from among, parents/carers of registered pupils at the school. The term of office for parent governors is four (4) years. Governors can stand for re-election when they have served out their current term.

If there are no nominations or insufficient nominations received to fill the available places then the Governing Body may appoint any parent(s) of any registered pupil at the school, or any parent(s) of a former pupil of the school, or any parent(s) of a child of or under compulsory school age.

DISQUALIFICATION

No-one may serve as governor/director who:

- has a mental disorder and are liable to be compulsorily detained under the Mental Health Act 1983;
- has failed to attend the governing body meeting for a continuous period of six months, beginning with the date of the meeting they failed to attend, without the consent of the governing body;
- is bankrupt or sequestration of his/her estate has been awarded, or has made a composition or arrangement with his/her creditors;
- are subject to a disqualification order under the Company Disqualification Act 1986 or to an order made under section 429 (2) of the Insolvency Act 1986;
- has been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on 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 any body
- is included in the list of teachers or workers prohibited or restricted from working with children or young people
- has been disqualified from being an independent school proprietor, teacher or employee in any school by the Secretary of State.
- has been sentenced to three months or more in prison, whether suspended or not, (without the option of a fine) in the five years before becoming a governor;
- has received a prison sentence of 2½ years or more in the 20 years before becoming a governor;
- has at any time received a prison sentence of five years or more;
- has been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a governor;
- refuses to an application being made to the Vetting and Barring Agency for a Disclosure and Barring Service check.

No person shall, at any time, hold the office of more than one governor of the same school.