



All Saints Catholic High School

HEADTEACHER: Mr A. McGuinness

12 April 2017

Dear Parent/Carer,

PARENT GOVERNOR ELECTION

I am writing to you to invite you to stand for election as a parent governor, or nominate another parent to do so. In our school we have provision for two parent governors and there is currently **ONE vacancy**. The other position is fulfilled by the current Parent Governor, Mrs A Emery.

The governing board, together with myself, has overall responsibility for the running of the school. Governing boards have three core strategic functions:

- “Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent”.

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing board’s work. Training is available for all governors and this governing board has an expectation that those new to being a governor attend free induction training.

The enclosed sheet (Pages 5 & 6) summarises the circumstances under which someone **cannot** serve as a governor. In addition, parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority are **not eligible** to stand in these elections. Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election please complete the enclosed nomination form and return it to the school, for the attention of Mrs McGowan, no later than **12.00 noon on Friday 28 April 2017**. You may also include a short personal statement to support your nomination, which should be no longer than 200 words. Self-nominations will be accepted, but if you are nominating another parent please seek their prior consent.

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Yours faithfully

A McGuinness
Headteacher & Returning Officer

Roughwood Drive, Northwood, Kirkby, Merseyside L33 8XF

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All Saints Catholic High School, Kirkby

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Inspiring Tomorrow's Engineers”

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Election of Parent Governor
NOMINATION FORM

Name and address of Candidate:	
Parent of:	
Signature of candidate:	

The following section should be completed if you are nominating someone other than yourself

Name and address of Proposer:	
Parent of:	
Signature of proposer:	

You are encouraged to provide a supporting statement in respect of your application for election as Parent Governor – see attached.

I confirm that I have read the grounds for disqualification from being a governor attached, and that I am not disqualified under any of these grounds.

I consent to a Disclosure Barring Service Check being completed, should I be successful in my application.

Signature	Date

This form should be returned to the school by 12.00 noon 28th April 2017

Please note that, should you be successful, your details will be placed on the Local Authority Governor Service database. Your data will be used in accordance with the principles set out in the Data Protection Act (DPA) 1998. This data will only be used for internal Local Authority purposes including sharing with members, governing bodies and for mailing information to you as and when required.

Supporting Statement	Name:

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Please note that, should an election be required, this information will be shared with parents.

Max 200 Words.

Please give details of any skills and experience you have that you feel would benefit the role of governor. This information will **NOT** be shared with parents.

Max 200 Words.

Equality and Diversity Monitoring					
In order that we can ensure the services we provide are fully inclusive we would ask you to complete the following section. Strict confidentiality will be observed. The data gathered will be used to enable us to monitor the profile of governors. All disclosures will be anonymised and will be for administrative and quality assurance purposes.					
Gender		Male		Female	
Disability – Do you consider yourself to have a disability?				Yes	No
Ethnicity - (Please tick numbered box as appropriate)					
1	White British (English)	7	Mixed (White & Black African)	13	<i>Other Asian</i>
2	White British (Scottish)	8	Mixed (White & Asian)	14	Black or Black British (Black Caribbean)
3	White British (Irish)	9	<i>Other Mixed</i>	15	Black or Black British (Black African)
4	White British (Welsh)	10	Asian or Asian British (Indian)	16	<i>Other Black</i>
5	<i>Other White</i>	11	Asian or Asian British (Pakistani)	17	Chinese or other Ethnic Group (Chinese)
6	Mixed (White & Black Caribbean)	12	Asian or Asian British (Bangladeshi)	18	Other Ethnic Group

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Qualifications & Disqualifications To Serve As A School Governor

A governor must be aged 18 or over at the time of his/her election or appointment and cannot hold more than one governorship at the same school.

A person is disqualified from holding or continuing to hold office as a governor or associate member if he or she:

- is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced;
- is subject to:
 - a disqualification order or disqualification undertaking under the Company Directors Act 1986
 - a disqualification order under the Companies Directors Disqualification (Northern Ireland) Order 2002
 - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
 - an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a county court administration order);
- has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on the grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned in the management or control of anybody;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children;
- is disqualified from working with children or subject to a direction under section 142 of the Education Act 2002;

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- is disqualified from working with children under sections 28,29, or 29A of the Criminal Justice and Court Services Act 2000;
- is disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care;
is disqualified from registration under Part 3 of the Childcare Act 2006;
- has received a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months (without the option of a fine) in the 5 years before or since 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 5 years or more;
- has been convicted under section 547 of EA 1996 (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992 (nuisance or disturbance on educational premise) during the 5 years prior to or since appointment or election as a governor;
- is employed at the school for more than 500 hours per academic year if wishing to stand for parent governor at the same school;
- is an elected member of the Local Authority (applies to parent and community governors only);
- has refused a request by the clerk to the governing board to make an application under section 113B of the Police Act 1997 for a criminal records certificate
- has been disqualified from holding office as a governor of this school due to failure to attend governing board meetings for a continuous period of six months

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