



SS John Fisher & Thomas More Catholic Primary School

A Voluntary Academy

"Journeying together with Jesus Christ, we learn to love and love to learn."



Tuesday 5th June 2018

Dear Parents and Carers,

Parent Governor Vacancy

We currently have a vacancy for a Parent Governor. Being a Governor is an important role as Governors work with the Headteacher in setting the overall direction of travel of the school. They are involved in important decisions about pupil applications, staff appointments, the budget, and expenditure on the premises. They discuss pupil achievement, support & welfare and take an interest in the ways the school is continuing to maintain high standards. They support the Headteacher and Leadership Team as they lead the school.

We are looking a member of the Governing Body who has the time to offer and a passion for our distinctive Catholic School. In particular we need people with educational, financial or premises expertise. A wide variety of other skills are very welcome.

Full details of the process and how to apply can be found on our website under 'vacancies'. They are also attached to this letter.

Your Commitment:

If you become a Governor you will be taking on the following commitments to help make sure the school is well managed:

- Share the responsibilities of the Governing Body as summarised above.
- Attend and participate in meetings on a monthly basis – Meetings normally begin at 6pm and last no longer than two hours.
- Undergo appropriate training.
- You may also be invited to sit on appointment or other panels

You will be required to sign the Governing Body's code of practice, and to apply for a Disclosure & Barring Service (DBS) enhanced disclosure. This was formally known as the Criminal Records Bureau (CRB) check.

You recently expressed an interest in this position. If you remain interested then please take the time to read the accompanying information and complete the nomination form.

The nomination period will open on **Tuesday 5th June 2018** and close at **12 noon on Friday 15th June 2018**.

Yours Sincerely,

Collette Austin, School Business Support Manager

Returning Officer

Ss John Fisher & Thomas More, Catholic Primary School, A Voluntary Academy
Woodhouse Lane, Benchill, Manchester, M22 9NW
Tel: 0161 998 3422 Fax: 0161 945 5616
email: admin@st-johnfisher-st-thomasmore.manchester.sch.uk





SS John Fisher & Thomas More Catholic Primary School

A Voluntary Academy

"Journeying together with Jesus Christ, we learn to love and love to learn."



Process for Selection and Appointment of Parent Governors

- As the parent, carer or other person with parental responsibility for a pupil at this school you have the right to both propose candidates and stand as a candidate yourself.
- If you decide to put yourself forward for the Parent Governor vacancy you will need to find two other parents/carers willing to propose and second your nomination. You will need to ask them to complete and sign the attached form.
- If more parents want to become Governors than there are vacancies, a ballot will be held. Ballot papers and details of the election process will be sent to all parents and carers eligible to vote.
- If you put yourself forward and no ballot is necessary you will be elected unopposed from the day after the deadline for nominations passes.
- You are invited to provide a statement to support your nomination as a Parent Governor to not exceed 100 words. If a ballot is held this statement will be included on the ballot paper to help other parents decide who to vote for.
- If you are elected as a Governor your term of office will normally be 4 years. You can resign at any time. If your child leaves the school you can continue as a Governor until the end of your term of office.
- The enclosed nomination form must be returned to the Returning Officer not later than ten school days from the date this letter was passed to you by the school – i.e. **12 noon on 15th June 2018.**
- If you are elected you will be asked to apply for a Disclosure and Barring Service (DBS) enhanced disclosure.



SS John Fisher & Thomas More Catholic Primary School

A Voluntary Academy

"Journeying together with Jesus Christ, we learn to love and love to learn."



Ss JOHN FISHER AND THOMAS MORE CATHOLIC PRIMARY SCHOOL

ELECTION OF PARENT GOVERNOR – NOMINATION FORM

For the attention of the Returning Officer

We the undersigned, being parents/carers of children attending the school, wish to nominate

.....
(Please insert in block capitals the full name and address of the candidate)
.....
.....
.....

As a Parent Governor of the above named school.

Signed (Proposer)

Signed (Seconder)

Date

The person nominated should:-

- (A) Sign this form in order to show their willingness to stand as a candidate, should an election be required and to serve as a Governor
- (B) Submit with this form a brief description of themselves. This description should not be more than 100 words long, and will be included on the voting paper if a ballot is held.

Signed

Date

