Dear Parent

**Election of Parent Governors**

I am writing to invite you to consider standing for election as a Parent Governor for St.Teresa’s School or to nominate another parent to do so.

Every Catholic Academy has a Governing Body, which includes a number of categories of Governors. St.Teresa’s governing body has two parent governor places and we currently have a vacancy for both places. Governors are elected to serve for a four-year period, though they may resign at any time.

Together with the Headteacher, the Governing Body has overall responsibility for the running of the School. Governors are involved in deciding school admissions, allocating the school’s budget and appointing staff. 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 Body’s work. In order to support Governors in their work, the County Council, the Archdiocese of Southwark and Kent Catholic Schools Partnership provide full training for all Governors.

The full Governing Body meets four times per year, and in addition there are committee meetings each season. Attendance will depend on the Committee/s to which you are appointed.

If you would like to stand for election, or to nominate someone else, please complete the attached form and return it to the school office by Friday, November 3rd. Each person nominated must be proposed and seconded by parents who have a child at the school. Anyone standing for election is invited to provide, with his/her nomination, a short personal statement (maximum 100 words). The statement should include biographical information, your reasons for wanting to be a Parent Governor and the contributions you believe you can make to the Governing Body.

If the number of nominations equals, or is less than, the number of vacancies, the nominees will automatically be elected as Parent Governors.

If, however, there are more nominations than vacancies, an election will be held and copies of the personal statement will be sent all the parents. Two weeks will be allowed for the return of ballot papers. Each parent will have one vote for each vacancy, no matter how many children he or she has at the School. Each ballot paper will be stamped or endorsed for security and produced on coloured paper. Ballot papers should be returned in the inner unmarked envelope and then placed in the outer envelope clearly marked ‘Parent Governor Election’, bearing the name and address of the voter, the name(s) of their child(ren) and should be signed across the seal.
As an appointment as a School Governor will give access to children, all Governors are required to undertake a full DBS check, which is organised through the school.

I do hope you will consider standing as a Governor yourself, or else nominate another parent.

If you would like more information about being a School Governor you can contact the SGOSS Team – Governors for Schools, via telephone on 020 7354 9805 or by email at sgossinfo@sgoss.org.uk or visit the Become a Governor website. Alternatively, you can contact our Chair of Governors, Mr Jeremy Moon at chairofgovs@st-teresas.kent.sch.uk for a chat about the role.

Yours sincerely

Mrs B.Brown

Headteacher
ELECTION OF PARENT GOVERNOR(S)

Please return this from to the presiding / returning officer, Mrs B. Brown, via the school office by Friday, 3rd November 2017.

Nomination for Parent Governor for St. Teresa’s Catholic Primary School Academy, Ashford

1. Please enter IN BLOCK LETTERS the name and address of the person being nominated for election (he or she must be the parent of a child registered at the school named above):

   Name: __________________________________________________________
   Address: ________________________________________________________

2. Signature of person nominated: ______________________________________

   Parent of: ________________________________________________________  (Name of Child/ren)

3. Signature of proposer: _____________________________________________

   Name and address in BLOCK letters of proposer: _______________________
   ________________________________________________________________
   Parent of: ________________________________________________________  (Name of Child/ren)

4. Signature of seconder: _____________________________________________

   Name and address in BLOCK letters of seconder: _______________________
   ________________________________________________________________
   Parent of: ________________________________________________________  (Name of Child/ren)

Please note:

(i) Further nomination forms can be obtained from the school office. A parent may not propose or second more nominees than there are vacancies for Parent Governors.

(ii) People who are bankrupt, or have recently been sentenced to 3 months or more of imprisonment (without the option of a fine), may not serve as Governors.

(iii) A person is disqualified from election or appointment as a Parent Governor of a school if they are an elected member of the local authority or if they work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in a school year (at the time of election).

(iv) The term “parent” includes guardians, foster parents and any person who has actual custody of a child.