

To: All parents/carers of registered pupils at St Joseph's Catholic Voluntary Academy

Date: 10th October 2018

Dear Parent/Carer

**NOTICE OF PARENT GOVERNOR ELECTION
REQUEST FOR NOMINATIONS**

The constitution of the school's governing body allows for the appointment of 2 parent governors. Appointments are made by election. The number of vacancies to be filled on this occasion is 1.

Enclosed are:

- A nomination form for your use
- Information about the role of Governors
- Information about eligibility
- Disqualifications

Please note the eligibility requirements overleaf when considering your nomination. Nominations must be signed and dated by a proposer and countersigned by the candidate. Nominations must be returned to me by 4pm on Friday, 19th October 2018.

Any nomination received after this date cannot be included in the election

Candidates may wish to submit a brief election statement (not more than 200 words) giving autobiographical details and such other information and views as they wish. They may not indicate that they are endorsed or supported by any group or association. Election statements must be returned to me by Friday, 19th October 2018. The election statement will be included with the ballot paper.

Yours sincerely

Head Teacher

Local Governor powers and responsibilities

St Joseph's Catholic Voluntary Academy is part of the St Thomas Aquinas Catholic Multi Academy Trust; this is a not for profit charitable trust which aims to sustain and develop Catholic education within Nottingham and Nottinghamshire. The Trust is governed by a Board of Directors responsible for the management and administration of the Company.

Each academy within the Trust is a Catholic school and each has a local governing body. The local governors are accountable to the Academy Trust and the Bishop of Nottingham to ensure that the Academy is conducted as a Catholic school in accordance with the canon law and teachings of the Roman Catholic Church so that at all times the Academy may serve as a witness to the Catholic faith in Our Lord Jesus Christ.

The Governors also have responsibility to;

- Ensure that the progress is made against the key performance and standards priorities for the school
- Ensure that resources and finances of the school are used efficiently and effectively
- govern admissions and appoint a committee to apply admissions criteria in accordance with NRCDES Guidance, the Admissions Code and with due regard to any locally agreed fair access protocols, and to appoint the chair of the Local Governing Body and the Head teachers as proposers in any admissions appeals;
- govern exclusions in accordance with appropriate regulations;
- support the Academy Trust and the Head teacher in recruitment and selection, grievance, disciplinary and processes in relation to staff, where appropriate.

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. When they cease to be a parent/carer of a registered pupil at the school they must stand down from the governing body.

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 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 (currently List 99)
- 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 Criminal Records Bureau for criminal records certificate.

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

Nomination Form

Please return to the Headteacher, St Joseph's Catholic Voluntary Academy
by 4pm on Friday, 19th October 2018.

PARENT GOVERNOR ELECTION

Name:..... (please print)

I wish to nominate:

Nomination	Full Name	Address

I confirm that the nominee is eligible to stand in accordance with the notes provided.

An election statement is:

*enclosed

*will / will not be provided

(*delete as appropriate)

Signed: (Proposer)

..... (Candidate)