

# ST EDMUND'S CATHOLIC SCHOOL

Old Charlton Road Dover Kent CT16 2QB  
Telephone: 01304 201551 email: [office@st-edmunds-dover.kent.sch.uk](mailto:office@st-edmunds-dover.kent.sch.uk) Fax: 01304 202226

Headteacher Mr M Wilson BSc(Hons)

2<sup>nd</sup> December 2016

Dear Parent/Carer

## Election of Parent Governors

I am writing to invite you to consider standing for election as a parent governor for this school.

Every Kent school has a governing body, which includes a number of categories of governors including parent governors. Parent governors are elected to serve for a period between one and four years, 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 policies, allocating the school's budget and appointing senior 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 provides full training for all governors at no charge to the individual.

In our school, we have one parent governor who is elected to serve for a 4 year term of office. There are usually no more than 10 Local Governing Body or Committee meetings each year, and these tend to be held at the school on a Wednesday commencing 5pm. A new Committee structure and a review of the timetable of meetings is currently under consideration. This is unlikely to increase the attendance requirements and could reduce the number of meetings overall.

At this moment in time whilst we are ideally looking for a Governor with financial planning or health & safety skills, please do not let this put you off applying if this is not your area of expertise but you would like to be considered.

If you would like to stand for election, please complete the attached form and return it to me within two weeks. Each person nominated must be proposed and seconded by parents/carers who have a child at the school. Anyone standing for election is invited to provide, with his/her nomination, a short personal statement (maximum of 100 words). The statement should only include biographical information, your reasons for wanting to be a parent governor and the contribution you believe you can make to the governing body.

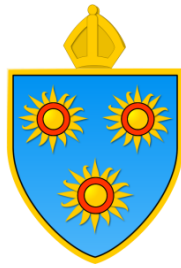
If the number of nominations received is equal, or less than, the number of vacancies, the nominees will automatically be elected as parent governors. If, however, there are more nominations than vacancies, an election will be held and copies of the personal statements will be sent to all parents. Two 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.

I do hope you will consider standing as a governor or else nominating another parent/carers. If you would like more information about being a school governor, please contact another governor or myself for more information via the school office.

Yours sincerely

Mr M Wilson  
Headteacher

*'A learning community, a faith community, a vibrant, forward looking community'.*



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## ELECTION OF PARENT GOVERNORS

PLEASE RETURN THIS FORM TO THE SCHOOL NAMED BELOW WITHIN TWO WEEKS OF THE DATE OF THE COVERING LETTER. I.E. BY 16/12/2016

Name of the school: **ST EDMUND'S CATHOLIC SCHOOL**

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Please enter IN BLOCK LETTERS your name and address. (You must be the parent/carer of a child registered at the school named in 1);

Name

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Address

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Signature of nominee

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Parent /Carer of (Name of Child/ren)

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Signature of proposer

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Name and address

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Parent /Carer of (Name of Child/ren)

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Signature of seconder

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Name and address

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Parent /Carer of (Name of Child/ren)

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We would ask that you include a statement of no more than 100 words to support your application. This will be sent to the parents in the event that we have more applications than positions available.

Please note:

- (I) Further nomination forms can be obtained from the Headteacher.
- (II) The term “parent” includes guardians, foster parents and any person who has actual custody of a child.
- (III) A person is disqualified from holding or continuing to hold office if that person:
  - Is the subject of a bankruptcy restrictions order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989, a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
  - Has been removed from the office of charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body
  - A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when the person is:
    - included in the list kept under section 1 of the Protection of Children Act 1999(a) (list of those considered by the Secretary of State as unsuitable to work with children);
    - subject to a direction of the Secretary of State under section 142 of EA 2002(b) (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);
    - barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006(c);
    - disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000(d);
    - disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010(e) for child minding or providing day care;
    - Disqualified from registration under Part 3 of the Childcare Act 2006(f).
  - The nominee has been convicted, whether in the United Kingdom or elsewhere, of any offence and a sentence of imprisonment (whether suspended or not) has been imposed for a period of not less than three months without the option of a fine.
  - The nominee has been convicted of any offence and a sentence of imprisonment has been imposed on for a period of not less than two and a half years within 20 years preceding the date of appointment
  - The nominee has been convicted under section 547 of EA 1996(a) (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992(b) (nuisance or disturbance on educational premises) of an offence and has been sentenced to a fine.
  - A person is disqualified from holding or continuing to hold office as a governor at any time when the person refuses a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997(c) for a criminal records certificate.

**Anyone proposed or serving as a governor who is disqualified for one of these reasons must notify the clerk to the governing body.**