



19th September 2016

Dear Parents/Carers,

**PARENT GOVERNOR ELECTION
CLOSING DATE TUESDAY 4TH OCTOBER 2016 – 12 NOON**

The Governing Body is responsible for both the conduct of the school and for promoting high standards. The Governing Body carries out its role by setting the vision for the school and then ensuring that the school works efficiently and effectively towards achieving its vision. It does this by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school and by ensuring accountability and compliance. The Governing Body of our school is made up of parents, staff and foundation Governors.

A vacancy has arisen for a **Parent Governor** on our Governing Body. The Governing Body is asking you to nominate someone with parental responsibility for a child at the school. If more than one nomination is received, then a ballot will be held. If you would like to nominate yourself or someone else, please complete and return the attached form with a supporting statement to **Mrs Mortimer** at the school by **12 noon on Tuesday 4th October 2016**. You must have the agreement of the nominee before proposal and, if nominating yourself, someone must second your nomination.

Things to consider when becoming a Governor

Before you decide to nominate someone, or indeed stand yourself, you may want to know a bit more about what is involved. Governors do not need to be experts in the field of education however, what they do need is a commitment to Catholic education, an interest in the school and in the welfare of our children, as well as the time and willingness to get involved. The Governing Body meets once/twice a term and in addition to this, you will sit on one or more Committees who meet approximately 4/5 times a year. As a Governor, you will be expected to visit the school formally at least once a year as well as attend school events and participate in regular training to enhance and maintain your Governor knowledge and skills.

A Governor should have a range of skills, for example, the ability to be able to build relationships with people, to be able to work as part of a team, to be able to question and to make connections between different types of information. All Governors are expected to be able to read straightforward budget reports and data on school standards.

If you are able to offer these skills, please complete the attached form and return it to Mrs Mortimer at the school.

I look forward to working with you for the good of the school.

Yours faithfully,

J. Heffernan

Ms J Heffernan
HEADTEACHER

