

Cardinal Pole Catholic School

205 Morning Lane, London E9 6LG
P 020 8985 5150 www.cardinalpole.co.uk

3rd December 2013

Dear Parent/Carers,

Vacancy for Parent Governor

We currently have a vacancy for the role of Parent Governor.

Please find overleaf guidance for the Role of the Elected Parent Governor.

Nominations are invited from all parents. The final date for nominations is **Wednesday 18th December 2013**.

Nominations should be proposed and seconded. I ask that all nominations have the agreement of the nominee before they are submitted.

Nominees are invited to submit a mini 'curriculum vitae and manifesto' by email to StaceyWright@cardinalpole.co.uk if they wish to do so. Details of nominations and any information made available will then be provided to parents. Where the number of nominees is equal to or less than the number of vacancies, voting is not required. The election of the parent governors will be held by secret ballot and there will be an opportunity for postal voting.

The successful parent governors will be invited to the full governing body meeting to on Thursday 9th January 2014.

Yours sincerely,



Ms J. Heffernan
Headteacher



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Governing Bodies: Role of the Elected Parent Governor: Guidance

Parents of pupils attending the school may elect one or more of their number to serve as a school governor. The precise number will be prescribed in the Instrument of Government. Elected parent governors, like elected teacher governors, are full members of the governing body. With the foundation governors appointed by the Bishop, representative governors, and the Headteacher, they form the school's governing body which has responsibility for many issues including setting the aims of the school and ensuring that its identity as a Catholic School is sustained in every area of its life and underpins its curriculum planning. Within this framework of Catholic Education, follows responsibility for Religious Education, National Curriculum, managing the delegated budget, appointing teaching and non-teaching staff. Fuller details of governors responsibilities are given in 'School Governors: A Guide to the Law' available free of charge from the DFE.

At the time of election, the elected parent governor must have a child on the roll of the school and may continue as a governor even if the child leaves the school before the completion of the four-year term of office. Although elected by the parent body, the parent governor is not mandated to represent their views at meetings and should be alert to the importance of advising parents to contact the Headteacher directly in those issues for which he/she has professional responsibility. Like all governors the elected parent governor brings his/her own perspective and experience to the governing body, and in company with fellow governors must aim to offer the school the following:

1. An understanding and promotion of the Catholic School's Aims and Identity.
2. Time to prepare for and attend governors meetings and other school events.
3. A concern for the whole school and its role in the parish and local community.
4. Willingness to learn about developments in education from the Headteacher and staff and by attendance at Diocesan and local authority training for governors.
5. An understanding of the governing body's relationship with the head teacher.
6. Willingness to be a good team member, working harmoniously with fellow governors and school staff.
7. An ability to maintain confidentiality in many areas of governors' work.