

Cardinal Pole Catholic School

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

24th March 2014

Dear Parent/Carer,

Why become a governor?

Cardinal Pole Catholic School needs two enthusiastic and committed people to make important decisions on school budget and how money will be spent. Also to ensure the requirements of the national curriculum are met by the school and set targets, monitor achievement and ensure standards are improving. People can be drawn from the wider community who have an interest in education and a useful contribution to make; this might include business people or representatives of local community groups or religious bodies.

What do governing bodies do?

Together with the Headteacher, they:

- Decide the aims and objectives for the school
- Review pupils' achievement and set targets for improvement
- Approve the school budget
- Decide how staff will be selected
- Ensure the national curriculum and religious education are taught
- Approve school policies
- Make sure children with special needs have access to the curriculum
- Act as a link between the school and the community it serves
- Keep parents informed
- Consider complaints from parents
- Ensure the school is well maintained
- Ensure health & safety requirements are met.

Pupil's achievements, staff morale and the school's reputation will be affected by the role the governing body plays. That's why we need governing bodies to be supportive and be able to manage reactive issues quickly. Governors also need to be proactive with influencing and making difficult decisions, asking complex questions and being responsible for their actions.

Who can become a governor?

Every school has a governing body. Governors are volunteers, usually appointed for four years. They work together and all decisions are shared - that means they don't have to worry about individual liability.

The governing body includes:

- Parents – elected by other parents at the school
- School staff – elected by their colleague
- The Headteacher
- People drawn from the wider community who have an interest in education and a useful contribution to make; this might include business people or representatives of local community groups or appointees of the Diocese of Westminster



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- All parents and carers are eligible to stand for election, except:
- Persons liable to be detained under the Mental Health Act 1983
- Undischarged bankrupts
- Persons recently convicted of a serious offence
- Persons disqualified under the Company Directors Disqualification Act 1986
- Persons subject to disqualification as a Charity Trustee
- Persons whose employment is prohibited or restricted
- Persons disqualified from being proprietors of independent schools
- Persons on the DfES List 99 (this is a list of people banned from working with children)

Who are we looking for?

We are looking for people who want to make a contribution to their community, enjoy working as part of a team, are enthusiastic and committed to Cardinal Pole Catholic School. Applications are inclusive of everyone and it is not necessary to have a professional experience in education.

How much time is required?

Governors may need to meet twice a term for governing body meetings and once or twice for committee meetings. Meetings are normally in the evening. Committees meetings are schedule between governing body meetings. Also daytime school visits may be required occasionally and some background reading will be required prior to attending meetings. In addition governors are encouraged to visit the school from time to time to develop their understanding, so they can fulfil their duties effectively.

Governors are encouraged to link to specific faculties taking into account their own interests and skills and findings are reported back to the full governing body.

Further information about advice and support for governors is available from the DfE on their website: <http://www.education.gov.uk/schools/leadership/governance/traininganddevelopment/a0056738/governor-support-and-resources>

What support is available?

The role of governor can be challenging at times and there is a number of training and support facilities available. The Learning Trust Governor Services can offer advice over the telephone, in writing or in person. There is also a training programme for governors. When you become a governor, you will get an induction pack and staff at Cardinal Pole Catholic School will be happy to provide you with more information should you need it. Governors can also get advice from the Diocese of Westminster

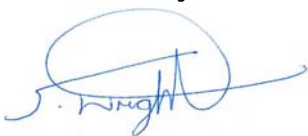
Interested?

If you are interested in becoming a Governor we would be delighted to hear from you. Please contact Stacey Wright for details on 020 8985 5150 x2125 or email StaceyWright@cardinalpole.co.uk

If you would like to put your name forward, please complete the slip at the end of the letter and return it to the school by **Friday, 4th April 2014**.

You may like to write a brief factual statement about yourself (not an 'election address', please, and not exceeding 200 words) and return it with this form. Should an election be necessary I will circulate to voters your statement and those of other candidates.

Yours sincerely,



Mrs Wright
PA/HR Advisor to the Headteacher and Clerk to the Governors



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School Governor

Please return this slip for the attention of Mrs Wright, no later than Friday 4th April 2014.

I am interested in becoming a School Governor at Cardinal Pole Catholic School

Name (please print): _____

Telephone No: _____

Address: _____

Signed: _____

Date: _____

