



17<sup>th</sup> September 2020

Dear Parents/Carers,

## **PARENT GOVERNOR ELECTION CLOSING DATE : FRIDAY 2<sup>nd</sup> OCTOBER 2020 – 12 NOON**

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 the school receives more than one nomination, then a ballot will be held. If you would like to nominate yourself or someone else, please complete and return the form overleaf with a supporting statement and return it to **Mrs Mortimer, Headteacher's PA** at the school by **12 noon on Friday 2<sup>nd</sup> October 2020**. If you are nominating someone else, you must have the agreement of the nominee before proposal and, if nominating yourself, someone must second your nomination.

### **Why become a Governor?**

Cardinal Pole Catholic School needs an enthusiastic and committed person to make important decisions on the school's governance, including setting targets, monitoring achievement and ensuring 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 students' 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/carers informed;
- Consider complaints from parents/carers;
- Ensure the school is well maintained;
- Ensure health & safety requirements are met.

Governors need to be proactive with influencing and making difficult decisions, asking complex questions and ensuring accountability.

### **Interested?**

If you are interested in becoming a Parent Governor, we would be delighted to hear from you. Please return the form overleaf and personal statement to Mrs Mortimer by 12noon on Friday 2<sup>nd</sup> October 2020.

Yours faithfully,

Ms J Heffernan  
**HEADTEACHER**

**Private & Confidential**



Please return to: The Headteacher's PA, Mrs Mortimer, Cardinal Pole Catholic School, 205 Morning Lane, London E9 6LG or email [enquiries@cardinalpole.co.uk](mailto:enquiries@cardinalpole.co.uk)

### PARENT GOVERNOR NOMINATION FORM

I nominate myself\* / I nominate:\* (*\*please delete as necessary*)

#### **Nominee**

Name: .....

Address: .....

.....

Email: .....

Telephone: .....

Parent/Carer of: .....in Form.....

Agreement of the nominee: Signed: .....

#### **Secunder**

Name: .....

Parent/Carer of: .....in Form.....

Telephone: .....

Signed: .....

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### NOMINEE SUPPORTING STATEMENT

I believe I would make a good Governor because:

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Please continue on another sheet if required.