



29th October 2019

Dear Parents/Carers,

PARENT GOVERNOR ELECTION CLOSING DATE : FRIDAY 8TH NOVEMBER 2019 – 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 to **Mrs Mortimer, Executive Headteacher's PA** at the school by **12 noon on Friday 8th November 2019**. 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 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 Executive 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.

Student's achievements, staff morale and the school's reputation will be affected by the role the Governing Body plays. That is 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.

Interested?

If you are interested in becoming a Governor we would be delighted to hear from you. Please return the form overleaf and statement to Mrs Mortimer by 12noon on Friday 8th November 2019.

Yours faithfully,

Ms J Heffernan
EXECUTIVE HEADTEACHER

Private & Confidential

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

PARENT GOVERNOR NOMINATION FORM

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

Nominee

Name:

Address:

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Email:

Telephone:

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

Agreement of the nominee: Signed:

Second

Name:

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

Telephone:

Signed:

NOMINEE SUPPORTING STATEMENT

I believe I would make a good Governor because:

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Please continue on another sheet if required.