



**Doncaster
Council**

To All parents/legal guardians/carers of
pupils at St Joseph's School – A
Catholic Voluntary Academy

Contact: Gary Price
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Our Ref: GS/GP
Your Ref:

Date: 1 May 2018

Dear Parent

ST JOSEPH'S SCHOOL A CATHOLIC VOLUNTARY ACADEMY GOVERNING BODY ELECTION OF ONE PARENT GOVERNOR

A vacancy has arisen for one Parent Governor representative to serve on the Governing Body of the above school due to the expiry of Mrs D Skinn's term of office on 11 May 2018. Nominations may be made by any parent/guardian who will have a child attending the school. In the event of more than one being received an election by a secret ballot will take place at the school and you will be informed of those arrangements.

The Governing Body, with the Headteacher, has the overall responsibility for the running of the school. Governing Bodies have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the Governing Body's work.

The School Governance Amendment Regulations 2016 require that for all new and re-appointed or re-elected Governors, the Governing Body must apply for an enhanced Criminal Record Check within 21 days after his or her appointment or election.

Training is available for all Governors and this Governing Body has an expectation that those new to being a Governor will attend Induction Training offered by the Local Authority free of charge.

Schools are required to publish on the school website the following information relating to Governors who have served at any point over the past 12 months; full name, date of appointment, term of office, date stepped down, appointing body and attendance record at Governing Body and committee meetings.

Parent Governors are elected to the Governing Body for a maximum period of four years. Once a parent is elected, he/she will remain a Governor at the school for the full four year period, irrespective of the fact that their son/daughter may leave the school during this period unless, of course, the parent resigns from his/her position as a Governor.

A parent is disqualified from election as a Parent Governor of a school if he/she is:

- **an Elected Member of the Local Authority; or**
- **paid to work at the school for more than 500 hours in any twelve consecutive months.**

As a parent/legal guardian of a pupil at the above school you may make a nomination for a Parent Governor. If you wish to make a nomination, forms may be obtained from either the school, or the Governors' Support Service, Children and Young People's Service, Civic Office, Floor 3, Waterdale, Doncaster, DN1 3BU (telephone Doncaster 737193 or email governors@doncaster.gov.uk).

Nomination forms must be completed in full and returned either to the school, or to the Governors' Support Service at the above address no later than **FRIDAY 22 JUNE 2018**.

The names and signatures of the nominee, proposer and seconder are required on the nomination form before it is returned. If you have any queries about the form please contact either the Governors' Support Service on the telephone number given above or the Headteacher.

Only parents/legal guardians of pupils at the above school can be nominated or propose and second a nomination.

If you do intend to be nominated you are entitled to have circulated with the ballot paper a statement prepared by you in support of your candidacy, which must not exceed 250 words. If you are intending to publish a statement it is essential that I receive that statement with your nomination paper to ensure that the timescale for the election is met.

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

The ballot paper will include your name and the number and age of your children in school. Your personal details will only be used in future to provide you with agendas, details of training courses and any other information relevant to your role, should you be elected.

Doncaster Council is committed to safeguarding and promoting the welfare of children and expects Governors to share this commitment. You should note that any appointment to the position of Parent Governor representative on a school's Governing Body will be subject to an enhanced Disclosure and Barring Service check. You will also be required to adhere to the Governing Body Code of Conduct, a copy of which is appended to the nomination form.

In line with the School Governance Regulations you will be required to include details of your Governorship on the school website together with any relevant business and pecuniary interests.

Yours faithfully

GARY PRICE
Governors' Support Officer

Information can be made available in other languages, or other formats such as Braille or Audio Tape, on request. Please contact the Governors' Support Service staff on Doncaster 737111 for more information, or if you need any other help or advice. They can arrange for someone to speak to you in your own language if you need them to.