



***Our Lady of the Assumption
Catholic Primary & Nursery School
Headteacher: Mr M Burke***

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To: Parents/and those with parental responsibility of Registered Pupils of Our Lady of the Assumption Catholic Primary School

Dear Parents/ carers,

ELECTION OF PARENT GOVERNOR(S)

I write to invite nominations from parents to fill 2 vacancies for Parent Governors on the Governing Body.

The successful candidate will become a full member of the Governing Body and serve for 4 years with effect from 2.3.18.

To be eligible for election, your child must be a registered pupil of this school when the election takes place. Details of the election procedure and nomination form are enclosed. Completed nomination forms need to be returned to school by 3:15pm on Friday 9th February.

Governing Body meetings of this school are usually held once per term at 6pm on Tuesdays but this could be changed if necessary to suit the convenience of the majority of Governors. Meetings usually last for approximately two hours.

It is important that appropriate checks are made on anybody who will be working in a school to prevent unsuitable people from gaining access to children. Accordingly, new governors must agree to provide proof of identity and undergo a check in line with current advice issued by the Department for Education.

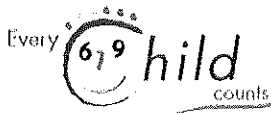
If you wish to have further information regarding being a governor I should be glad to answer your queries. Alternatively, you may wish to contact the city council's School Governor Services team: telephone 233 3939 or email terry.brown@liverpool.gov.uk.

Yours sincerely,

Mr M Burke. Headteacher

Please note additional packs are available from the school office or on the school website.

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where everyone is valued and encouraged to achieve their full potential.*



Election of Parent Governor(s)

NOMINATION FORM

Name -

Name to be entered
on ballot paper (if
different from above) –

Address -

Name(s) of child/
children attending
the school -

First Name(s)	Surname

Statement in respect of your application for election as Parent Governor
(not to exceed 200 words)

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DECLARATION

I declare that I am not disqualified from serving as a school governor and that:

I am aged 18 or over at the date of this election or appointment;

I am not liable to be detained under the Mental Health Act 1983;

I am not a bankrupt or subject to a disqualification order or undertaking under The Education (Company Directors Disqualification Act 1986: Amendments to Disqualification Provisions) (England) Regulations 2004

I have not been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commissioners or High Court on the grounds of any misconduct or mismanagement or, under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, from being concerned in the management or control of any body;

I am not included in the list (List 99) of teachers and workers with children or young persons whose employment is prohibited or restricted;

I am not disqualified from working with children;

I am not disqualified from being the proprietor of any independent school or for being a teacher or other employee in any school;

I have not, in the five years prior to becoming a governor, received a sentence of imprisonment, suspended or otherwise, for a period of not less than three months without the option of a fine;

I have not, in the twenty years prior to becoming a governor received a prison sentence of two and a half years or more;

I have not at any time received a prison sentence of five years or more;

I have not been fined, in the five years prior to becoming a governor, for causing a nuisance or disturbance on education premises;

I give my consent to an application being made to the Criminal Records bureau for a criminal records certificate.

Signature **Date**

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Our Lady of the Assumption Catholic Primary School

Date

Stage in Procedure

3:15pm Friday 9th February 2018.

Nominations to be received at the school marked "For the attention of Mr M Burke Headteacher."

Tuesday 20th February 2018.

Ballot papers will be sent to all parents if an election is necessary (only if the number of nominations is greater than the number of vacancies)

From - 9am Wednesday 21st February 2018.

Ballot boxes will be available at the school in the school office.

To - 3:30pm Monday 26th February 2018.

3:30pm Wednesday 28th February 2018.

Last date for postal votes to be received at the school marked "For the attention of Mr M Burke Headteacher."

Thursday 1st March 2018.

Votes will be counted at approximately 10am, the Returning Officer being Mr M Burke Headteacher.

Friday 2nd March 2018.

Successful nominee(s) will be declared Parent Governor(s) until February 2022 (Governors may resign during their term of office if they wish to do so)

Monday 5th March 2018.

Unsuccessful nominees will be notified and thanked for their interest

Monday 5th March 2018.

All parents will be notified of the result of the election

Signed

Head Teacher

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Parent Governors



What is a parent governor?

A parent governor is elected to serve a four-year term of office on the governing body of a school by the parents/guardians of registered pupils; they themselves must be a parent or guardian of a registered pupil at the time of the appointment. Although elected by parents the parent governor is not a delegate and is under no mandate when voting.

What does the governing body do?

The governing body:

- is accountable for the performance of the school
- plans the school's future direction
- selects the head teacher
- makes decisions on the school's budget and staffing
- ensures the National Curriculum is taught
- decides on how the school can encourage pupils' spiritual, moral and cultural development
- ensures that the school provides for all its pupils, including those with additional educational needs

Advice and Training

The Governor Services Team provides information and advice.

The Adviser for Governor Training delivers a training programme paid for by the school's training grant.

There is a special course for new governors, courses on specific topics and courses for different types of governors such as parent governors.

Time off work

The Employment Protection (Consolidation) Act 1978 grants employees reasonable unpaid time off for public duties. Some employers will allow time off with pay.

Allowances

Allowances for travel, subsistence and care for children or relatives can be paid at the governing body's discretion.

Disqualification

You can not become a governor if you:

- are under 18 years of age
- are bankrupt
- have been sentenced to prison for three months or more (without the option of a fine) in the previous five years

Why be a parent governor?

Many parent governors find the work is satisfying because it gives them the chance to:

- make a difference to how well their school runs
- do something for the next generation
- serve the local community
- learn new skills

How can I find out more?

For more information on being a school governor contact :

David Cadwallader
Governor Services Officer
Liverpool Children's Services
Toxteth Annexe Conference Centre
Aigburth Road
Liverpool L17 7BN

0/0 0151-233 - 3911

email dave.cadwallader@liverpool.gov.uk