

Dear Parent

**ELECTION OF PARENT GOVERNORS TO THE GOVERNING BODY
OF
ST ALBAN'S CATHOLIC SCHOOL**

Would you like to be a Governor of your child's school? As you may know, all schools have places for parent governors on their Governing Bodies. We currently have a vacancy for one of these positions at our school and an election is to be held soon to fill this place.

It is a chance for you as a parent to have an influence over the education the school provides for all its children. Governors make decisions about many aspects of the school, including curriculum, staffing and school's finances.

Their role is vital to the education of the children of Derby so we would urge you to consider standing. In case you feel a bit daunted by the responsibilities, we will offer training to help you understand your role as a governor.

There is also a vital role for Parent Governors in providing a link between the school and parents. The Parent Governor will be expected to attend at least three full meetings of the School Governing Body each year and also other meetings of Committees of the Governing Body. They will take an active interest in the school and the children and help promote the parental view at meetings of the School Governing Body.

- All people who have parental responsibility for a child at the school are eligible to stand for election as a Parental Governor.
- If there are more nominations than vacancies, an election is held. The election will be organised by the Head teacher of the school and every parent of a pupil in the school will receive a voting paper and have the opportunity to vote.
- The detailed arrangements and a list of parents standing for election will be sent to you.
- The term of office is four years.
- If you wish to stand for election you may nominate yourself as a candidate. No proposer or seconder is required but you must signify your intention to stand in writing by February 6th 2009. It would also be helpful if you would provide a short personal statement (maximum 100 words) with your nomination to circulate to parents.

Please note that there are certain restrictions which prevent a person from standing for election as a Parent Governor. For example, if you are an elected member of the Local Authority or if you work at the school for more than 500 hours in a school year. People who are bankrupt may not serve as Governors, nor may people who have in the previous five years been sentenced to three months or more in prison without the option of a fine, people who have been sentenced to a period of more than two and a half years of imprisonment may not stand within twenty years of that conviction and anyone who has been sentenced to a period of imprisonment of five years or more is totally disqualified. People who are disqualified from working with children may not hold office as a Parent Governor.

If you have any questions about parental elections, nominations or appointments, please contact me at the school or you may wish to telephone the School Governor Support Team at Derby City Council on 716885.

Please send all nominations in a sealed envelope to:

Mrs J Cartlidge
Clerk to Governors
St Alban's Catholic Primary School

Yours sincerely

MR M A BOOTON
HEAD TEACHER