



Regina Coeli Catholic Primary School

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Executive Head Teacher: Mr M Jones

Head Teacher: Mrs T Christoforou

Deputy Head Teachers: Mrs C Guilmartin-Cole, Mrs M Spain

Tuesday, 18 March 2025

Dear Parent

RE: Invitation to stand for Parent Governor election

The role of a school governor is extremely important and many essential decisions about our schools are taken by our Local Governing Body (LGB). Governors work together with the schools' leadership team to continually improve the education for every child at our schools. Our governors have 3 core functions. They:

1. Ensure the clarity of vision, ethos and strategic direction of our schools;
2. Hold the head teachers to account for the educational performance of our schools and their pupils, and the performance management of staff; and
3. Monitor the financial performance of our schools and make sure money is well spent.

There are now vacancies for 3 parent governors. Currently, the local governing body has 1 parent governor from St Elphege's and 0 parent governors from Regina Coeli.

The 3 parent governor vacancies are required to be filled by an election. You are invited to stand for election as a parent governor. All eligible parents, regardless of skills and experiences, can stand for election. The local governing body is seeking individuals who can bring life skills and other experience or expertise to support their work. Fostering positive relationships throughout our whole community is integral to all that we do and therefore, part of the parent governor's role will be to support this work.

Schools have governors from all walks of life, from different backgrounds, ethnic groups and all age groups over 18 years old. Very few people cannot be governors. The declaration of eligibility form lists statements which, if apply, would prevent someone from becoming a school governor. The appointment is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check. Therefore, if successful, you will be required to allow an application to the DBS for an enhanced DBS check.

There is one meeting per term of the Local Governing Body, with some governors taking on additional monitoring roles within the LGB. Training is provided and information related to educational, diocesan and school matters is also available.

There is no requirement for an elected Parent Governor to be a practising Catholic. However, as part of the Sancta Familia Catholic Academy Trust, all members of the Local Governing Body are expected to sign the Code of Conduct for Governors in a Diocesan school and support the Catholic ethos of the schools. If you would like to stand for election as a parent governor, please complete appendices 1a-1c on the following pages, starting with the nomination form on the next page (**Appendix 1a**) - you may nominate yourself.

Each person standing for election must also prepare a short personal statement stating why they wish to stand for election (**Appendix 1b**). Please use block capitals when completing the statement as it will be circulated, should a ballot be required, to all parents along with the ballot papers.

Each nominee will also need to sign eligibility declarations, as we are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expect all governors, staff and volunteers to share this commitment (**Appendix 1c**). Declarations are not circulated to parents with ballot papers.

We are happy to provide printed copies of appendices 1a-1c, should you require them; please contact the school office.

Nomination forms, personal statements and declarations must be returned by **10am on Tuesday 1st April 2025**. They must be returned by hand to one of the sealed ballot boxes which will be located at the Regina Coeli School Office and the St Elphege's School Office.

Unfortunately, any nominations received after this date and time cannot be considered. If more than 3 nominations are received, a ballot will be arranged for after the Easter Holidays.

As always, thank you for your ongoing support and for your consideration in how you might be able to contribute to the future development of our schools.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M Jones', with a stylized flourish underneath.

Martin Jones
Executive Head Teacher

Appendix 1a: Parent Election Nomination Form

To nominate yourself please complete the following:

I wish to stand for election as Parent Governor. My child attends:

Please tick	
☐	Regina Coeli Catholic Primary School
☐	St Elphege's RC Infant School
☐	St Elphege's RC Junior School

PRINT NAME:.....

Signed: Date.....

Child / Children's Name(s):

Class(es):

Appendix 1b: Personal Statement Form

Name

Please complete in block capitals.

Why I would like to become a parent governor:

Appendix 1c: Local Parent Governor Declaration of Eligibility

I declare that I am not disqualified from serving as a Local Parent Governor and that:

- I am aged 18 or over and not a registered pupil at the school.
- I am not the subject of a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief restriction order or an interim debt relief restriction order.
- I have not been declared bankrupt, and my estate has not been seized from my possession for the benefit of any creditors and the declaration or seizure has been discharged, annulled or reduced.
- I am not subject to a disqualification order or a disqualification undertaking under either the Company Directors Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002, or a disqualification order under the Companies (Northern Ireland) Order 2002.
- I am not subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
- I have not been removed from the office of trustee for a charity: by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity, for which I was responsible or to which I was privy, or to which my conduct contributed to or facilitated; or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned in the management or control of any body.
- I am not disqualified from acting as a Trustee and I have not been convicted of any offence which falls under section 178 of the Charities Act 2011, or any re-enactment or modification of that provision, or by any provision in the Companies Act 2006.
- I have not been found to be unsuitable by the Secretary of State under the provisions of the funding agreement.
- I have not been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 (and as amended) and excluding any offence for which the maximum sentence is a fine or a lesser sentence.
- I understand that I will be disqualified from holding or continuing to hold office if I do not make an application to the Disclosure and Barring Service for a criminal records certificate and if I do not provide to the Chair of the Local Governing Body a criminal records certificate at an enhanced disclosure level.
- I understand that if in the opinion of either the Chair or Head Teacher the certificate discloses any information which would confirm my unsuitability to work with children that I will be disqualified.
- I understand that I will cease to hold office if I become incapable by reason of illness or injury of managing or administering my own affairs.

Print Name:.....

Signed:.....

Date:.....

The nomination form, personal statement and declaration of eligibility must be returned to the Executive Head Teacher or Head Teachers by 10am on Tuesday 1st April 2025.