



St Joseph's Catholic Primary School

Headteacher: Mrs Louise Bury B. Ed
Chedworth Drive, Warndon, Worcester WR4 9PG
Telephone 01905 452772

Email: office@st-josephs-pri.worcs.sch.uk - Website: www.stjosephsworcester.co.uk



Archdiocese of
Birmingham

7th July 2023

Parent Governor Vacancy

Dear Parents and Carers

In November last year we successfully appointed one parent governor onto our governing body. We would like to inform you that we still have a vacancy for a parent governor and are seeking nominations from an enthusiastic and committed parent or carer to join the local governing body.

There are no specific qualifications required for the role, just your dedication and willingness to support and contribute to the strategic direction of St Joseph's, bringing with you your experience and skill set.

The term of office for parent governors is four years.

At St Joseph's Catholic Primary School, we always aim for positive and purposeful partnerships with parents, which undoubtedly bring important benefits to the pupils. One of the most significant ways you can help in promoting this aim is to volunteer to be a parent governor. The governing body's main tasks are to support the school, ensure that all pupils receive a high-quality education and plan for future development and improvement.

We are confident that there are parents prepared to volunteer to take on this key strategic role and give their time and commitment to help us continue to develop and improve the school's performance.

Governor's meetings are held at the school or online. Additional meetings will be planned with, unless there are extraordinary circumstances, seven days' notice given.

Governors are occasionally required to visit the school during the day for monitoring visits and are encouraged to support school events, where possible.

We offer new governors a supportive induction. Full training for the role is also available.

If you are interested in becoming a governor, self-nomination is acceptable – see attached form, which will need to be submitted to Mrs Hunt **and emailed to: office@st-josephs-pri.worcs.sch.uk** by **12.00 noon** on Wednesday 19th July 2023. If you would like to apply but cannot do so electronically, please contact the school office on 01905 452772.

When nominating yourself or someone else for the role of parent governor, you are nominating the person you believe has the skills and commitment to undertake the role. You are also nominating someone you trust to work strategically with other governors and the headteacher, to promote high





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standards and future develop the school. The parent governor's role is not to represent individual parents' views or to report back directly to parents.

Should you have any questions about the role please do not hesitate to contact myself via the school office email or speak to Mrs Bury.

If there are more nominations than vacancies, an election will be held on Thursday 20th July 2023 and all parents will be sent a voting paper which will need to be returned by Friday 21st July at 12 noon.

Yours sincerely,

Vincent Brennan
Chair of Governors





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Parent Governor Nomination Form

Please complete section one for self-nomination and refer to the information on the reverse of this form to make yourself aware of the circumstances that a person may not be permitted to stand for the role of school governor. If you are nominating someone other than yourself, please complete section two of this form, reviewing the reverse of this page to ensure that the individual in mind is suitable for the position

Section one – self nomination

I wish to nominate myself for the role of parent governor at St Joseph's Catholic Primary School . I have read the information on disqualification and confirm that I am eligible to stand for election.	
Name:	
Email address:	
Child's name:	
Child's class:	
Signature:	

Section two – nominating someone else

I wish to nominate another parent for the role of parent governor at St Joseph's Catholic Primary School I confirm that I have informed the parent of my intention to nominate them, and they are willing to be nominated for election.	
Nominee's details	
Name:	
Email address:	
Child's name:	
Child's class:	
Signature:	
Person being nominated	
Name:	
Email address:	





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Name of child:	
Child's class:	
Signature:	I have read the information on disqualification and confirm I am eligible to stand for election.

Please return your nomination form to the school office no later than 12.00 noon on Tuesday 22nd November 2022. The returning officer for this election is Mrs Kim Hunt, Office Manager.

If there are more nominations than vacancies, an election will be held on Friday 25th November 2022 and all parents will be sent a voting paper.

Disqualification from holding or continuing to hold office as a governor of a school

[The School Governance \(Constitution\) \(England\) Regulations \(2012\) Schedule 4](#) states that a person is disqualified from holding or continuing to hold office as a governor of a school if, in summary, that person:

- Is under 18 years of age.
- Is a registered pupil of the school.
- Is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions order; debt relief order; an interim debt relief order; or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced.
- Is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986; a disqualification order under the Companies (Northern Ireland) Order 2002; a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002; or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
- Has 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, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body.
- Has been removed from office as an elected governor within the last five years.
- Is included in the list of people considered by the Secretary of State as unsuitable





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to work with children or young people.

- Is barred from any regulated activity relating to children.
- Is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008.
- Is disqualified from working with children or from registering for child-minding or providing day care.
- Is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State.
- Subject to certain exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (without the option of a fine) in the five years ending with the date preceding the date of appointment/election as a governor or since becoming a governor.
- Subject to certain exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of two and a half years or more in the 20 years ending with the date preceding the date of appointment/election as a governor.
- Subject to certain exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more.
- Has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years ending with the date immediately preceding appointment/election or since appointment or election as a governor.
- Refuses a request by the clerk to make an application to the Disclosure and Barring Service for a criminal records certificate.

A person is disqualified from election or appointment as a parent governor of a school if the person—

- (a) is an elected member of the local authority; or
- (b) is paid to work at the school for more than 500 hours in any twelve consecutive months.

