



ST MARY'S CATHOLIC HIGH SCHOOL

a Catholic Voluntary Academy

Newbold Road • Upper Newbold • Chesterfield • S41 8AG

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Our ref L3200

March 2020

Dear Parents/Carers

Opportunity to stand for election as a Parent Governor.

The Articles of Association of St Mary's Catholic High School Academy Trust provide for parents of pupils registered at the school to be represented on the Governing Body.

I would like to invite nominations from parents to fill, on this occasion, **TWO current vacancies and ONE forthcoming vacancy** for Parent Governors. Our Parent Governors should be able to provide a parental perspective on governance for meeting the educational objectives of the school. Additionally, Parent Governors should also be able to contribute towards the development of the school's engagement with the wider community. On this occasion, the Governing Body would particularly welcome interest from parents with a legal or human resources background or experience in pastoral care.

If you would like to stand for election, you will need to:

- a) Read the information sheet '**Could you become a Parent Governor?**'
- b) Complete a **Nomination Form** (including a personal statement) which must be returned to school by midday on **Monday, 16 March 2020**.
- c) Check your eligibility by reading the list of **Qualifications and Disqualifications**.

All these documents are provided with this letter or may be obtained from the Clerk to Governors at the school. Please telephone Mrs Julie Sims, Clerk to Governors, on the above telephone number or email jsims@stmaryschesterfield.org.uk. The documents may also be downloaded from the school website.

Please also note the following important information:

- **Only parents of children registered at the school are entitled to stand or vote in the election.**
- If you are successfully elected (or appointed) to become a Parent Governor you will be required to undergo a 'Disclosure and Barring Services' check prior to your appointment being confirmed.
- If there are only three nominations, then the persons nominated will be deemed elected, unopposed.
- If there are insufficient nominations, the Governing Body has the power to appoint a Parent Governor to fill the vacancies.
- Each parent will be sent **one** ballot paper regardless of how many children he/she has at the school and each parent will have **one vote per vacancy**.
- The ballot will be secret and parents will be notified of the result on the school's website as soon as possible after votes have been counted.
- Following election, the term of office will normally be for four years. If your child leaves the school before the term of office finishes, the remainder of the term may be served. A Governor may resign from the Governing Body at any time.
- In terms of time commitment, Governors would normally expect to attend around ten meetings each year. Governors should also expect some additional involvement in, for example, training, and to become familiar with the way the school operates, as well as supporting occasional school activities.

Live, Love and Learn in the Light of Christ

Procedure to stand for election

- Complete a ***Nomination Form***.
- Check your eligibility by reading the list of ***Qualifications and Disqualifications***.
- Provide a ***Personal Statement*** on the ***Nomination Form***. You should give brief details about yourself in **not more than 100 words**. If an election takes place, these details will accompany the ballot papers.
- **Please ensure that another parent of a pupil at this school has signed the *Nomination Form* in support of your nomination.**

Each *Nomination Form* must be received at the school by midday on 16 March 2020.

The form should be sealed in an envelope marked 'Nomination for Parent Governor' and addressed to the Clerk to Governors. It may be delivered by hand, sent with your child or sent by first class post. If hand delivered by yourself or a pupil, please note there will be a box in Reception for receipt of nominations.

If you have any questions about whether or not you are eligible to stand or vote in the election, please do not hesitate to contact the Clerk to Governors, Mrs Julie Sims.

Yours faithfully

A handwritten signature in black ink that reads "Martin Molloy". The signature is written in a cursive style with a large initial 'M'.

**Mr Martin Molloy, OBE
Chair of Governors.**