



Cardinal Langley RC High School

'An Outstanding Catholic School' S48, March 2017

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Headteacher: Mr A Bridson B.Sc. (Hons), MA (Education), NPQH

30th September 2019

Dear Parent/Carer,

We have a vacancy currently for a Parent Governor to serve on the governing body of Cardinal Langley RC High School.

Being a parent governor is an important and responsible role. Governors are the strategic leaders of the school and have a vital role to play in making sure every child gets the best possible education.

Parents and carers have a wealth of skills and experience to offer. If you have a background in legal services, finance, marketing/media or information governance, we would particularly like to hear from you. Whatever your skill or strength, however, we are seeking someone with the will and enthusiasm to help drive our school community forward.

As a governor you will be asked to sign up to a code of conduct and be willing to undertake relevant training. The term of office for a parent governor is four years.

There are four meetings of the full governing body each year as well as various committee meetings with specific delegation and terms of reference. All governors are expected to play an active role.

If you would like to put yourself forward for the role of parent governor, please fill in section A of the enclosed nomination form.

Alternatively, you may wish to nominate another parent/carers, in which case you should fill in section B of the enclosed nomination form. Please ensure that you have their consent to put their name forward and ask them to complete and sign the declaration section.

Please include a brief biography outlining the nominee's skills and how these would contribute to effective governance. **This will be circulated to parents/carers with the voting paper should an election be necessary.**

If we have more people come forward than we have vacancies, we will hold an election.

All nomination forms should be returned to school for the attention of the Headteacher no later than 12:30pm on Monday 14th October 2019.

If you would like to find out more about what being a parent governor involves, please do not hesitate to contact me.

Yours faithfully,

Mr A Bridson
Headteacher



Parent Governor Eligibility

Parents/carers with a child or children registered here at Cardinal Langley are eligible for nomination and election to the school's governing body, in accordance with the School's instrument of Government.

Section 576 of the Education Act 1996 defines a parent as:

- All natural parents, whether they are married or not
- Any person who, although not a natural parent, has parental responsibility for a child or young person
- Any person who, although not a natural parent has care of a child or young person

And

- Has a child on roll at the time of the election

A person is disqualified from election or appointment as a parent Governor of a school if he/she is:

- An elected member of the local authority
- Paid to work at the school for more than 500 hours (i.e. for more than one third of the hours of a full time equivalent) in any consecutive twelve-month period (at the time of election/appointment)
- Subject to any of the disqualifications under the Regulations

Appointment of Parent Governors by the Governing Board if Insufficient Parents Stand for Election

Schools must make every reasonable effort to fill parent Governor vacancies through elections. Only if insufficient parents stand for election can the governing Board appoint a parent of a registered pupil at the school; a parent of a former pupil; or a parent of a child of or under compulsory school age.

CONDUCT IN RELATION TO THE NOMINATION PROCESS FOR PARENT GOVERNORS

1. The Headteacher will endeavour to arrange for all parents/carers (i.e. one per person and not one per family) to receive the nomination forms.
2. There should be a period of not less than seven full days between the receipt of the nomination paper and the closing date for the receipt of nomination papers.
3. The Headteacher will check the validity of nomination papers.
4. Parents/carers who complete a nomination form incorrectly during the period of nomination will be advised of that fact and given the opportunity to submit a correct nomination within the agreed timescale. Nomination forms received after the closing date for nominations are considered invalid at that time and cannot be considered.
5. If the number of nominated persons equals the number of vacancies, the nominated persons will be eligible to serve on the Governing Board and it will not be necessary to hold an election.
6. If the number of nominated persons exceeds the number of vacancies an election by secret ballot will be held.
7. Parents who have been nominated will have been requested to supply a brief biography (pen portrait) with their nomination paper. If such information has not been provided, the Headteacher will seek such information but such action should not unduly delay the completion of the voting stage. Failure to provide a short biography **does not** render a nomination invalid.

NOMINATION FORM FOR ELECTION OF PARENT GOVERNOR – Appendix C

You may nominate yourself (Section A) or nominate another parent (Section B) to serve as a Parent Governor. If you nominate another parent, you should obtain that person’s signature to confirm that he or she is eligible and willing to be nominated for the parent governor position.

Please complete either Section A or Section B and include a brief biography

Section A - Self Nomination

I wish to nominate myself for election as a parent Governor on the School Governing Body.

Full Name: _____

Address: _____

I am the parent of _____ who is a registered pupil at the school.

I have read the grounds for disqualification from being a Governor. I am not disqualified on any of these grounds and I am not an elected member of the Local Authority nor paid to work at the school for more than 500 hours in any consecutive twelve-month period (at the time of election or appointment).

Signature: _____ Date: _____

Biography to include the nominee’s skills and how these would contribute to effective governance. The biography will be issued with voting papers should an election be necessary (please continue on another sheet, if needed)

Section B - Nomination of Another Parent

I wish to nominate the parent (as per the parent definition under Section 576 of the Education Act 1996) listed below as a parent Governor on the School Governing Board, I have sought their approval before submitting this nomination.

Name and address of parent being nominated to serve on the Governing Body: Name: _____
Address: _____

Name and address of parent who is proposing the above nomination: Name: _____
Address: _____

I have read the grounds for disqualification from being a Governor. I am not disqualified on any of these grounds and I am not paid to work at the school for more than 500 hours in any consecutive twelve-month period (at the time of election or appointment).

Nominated person’s signature _____ Date: _____

I am the parent of _____ who is a registered pupil at the school.

DISQUALIFICATION CRITERIA FROM SERVING ON SCHOOL GOVERNING BOARDS

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 do not already hold a Governorship of the same school;

I have not been detained under the Mental Health Act 1983;

I have not had my estate sequestrated (temporarily repossessed) and the sequestration has not been discharged, annulled or reduced, or the subject of a bankruptcy restriction order, an interim order, a debt relief restrictions order or an interim debt relief restrictions order;

I am not subject to

- a disqualification order or undertaking under the Company Directors Disqualification Act 1986,
- a disqualification order under Part 2 of the Companies (Northern Ireland) Order 2002,
- a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or
- 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 a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the 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 anybody;

I am not included in the list kept under section 1 of the Protection of Children Act 1999 (list of those considered by the Secretary of State as unsuitable to work with children);

I am not subject to a direction of the Secretary of State under section 142 of EA 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);

I am not barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006;

I am not disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000

I am not disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care; or disqualified from registration under Part 3 of the Childcare Act 2006.

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, been convicted as aforesaid of any offence and has had passed on me a sentence of imprisonment for a period of not less than two and a half years;

I have not, at any time, had passed on me a sentence of imprisonment for a period of not less than five years;

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

I am not subject to a disqualification order under the Criminal Justice and Court Services Act 2000.

The nature of the work for which you are applying means that you are exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

You are not, therefore entitled to withhold information about any cautions or convictions which for other purposes are "spent" under the provisions of the Act and, in the event of you being appointed to the post, any failure to disclose such convictions could result in dismissal or disciplinary action by the Council.

The provisions of the Rehabilitation of Offenders Act (Exceptions) Order 1975 apply and successful applicants will be required to declare any previous criminal convictions and your appointment may also be subject to the satisfactory receipt of a DBS clearance.

A confirmation of your appointment will be made in writing once these checks have been made and satisfactory results obtained.