



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), NPQEL

26th February 2026

Dear Parent/Carer,

We have a vacancy currently for a Parent Governor to serve on the Governing Board 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 decisions about how the school is run and ensuring every child gets the best possible education.

Your focus will be to ensure clarity of vision, ethos and strategic direction; holding the Headteacher to account for the educational performance of the school and its pupils and the performance management of staff; overseeing the financial performance of the school, making sure its money is well spent.

As a Governor, you will be asked to sign up to a code of conduct, to work in accordance with the Governance Handbook and Competency Framework (where appropriate) and be willing to undertake relevant training (induction and training will be provided).

The term of office for a Parent Governor is four years.

There are four meetings of the Governing Board each year as well as various committee meetings and other ad hoc meetings with specific delegation and terms of reference. All Governors are expected to play an active role.

We are seeking to diversify the Board to reflect our whole school community and particularly welcome nominations from parents and carers from minority or disability backgrounds. Whatever your background, we are looking for someone who is able to dedicate some of their time and share their skills and experience to help drive our school community forward.

If you would like to put yourself forward for the role of Parent Governor, or nominate another parent, please complete and return the enclosed nomination form (Appendix 3) and include a brief biography/pen portrait 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 nominations than we have vacancies, we will hold an election by secret ballot.

All nomination forms and pen portraits should be returned to school for the attention of the Headteacher no later than 12:00 Noon on Wednesday 11th March 2026. Nominations received after this time will not be considered.

If you require assistance in completing the nomination form or would like further information on the role of the Governing Board and of a parent Governor, please do not hesitate to contact me.

Yours faithfully,

Mr A Bridson
Headteacher



PARENT GOVERNOR ELIGIBILITY

All Governors, regardless of how they are elected or appointed, have one common purpose – to govern the school in the best interest of the pupils. Parent Governors are no exception. They are not elected to represent their stakeholder group, but are elected in order to contribute to the work of the Governing Board in ensuring high standards of achievement for all children and young people in the school, contributing to strategic discussion, holding senior leaders to account by monitoring school performance and ensuring money is well spent.

Parents/carers with a child or children registered here at Cardinal Langley are eligible for nomination and election to the school's Governing Board, 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

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.

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 or at another school, a parent of a former pupil or a parent of a child under compulsory school age.

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 have 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 the removal of your position of Governor from the board.

As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed; those responsible for your appointment to the board cannot take these offences into account.

Please read the information [DBS filtering guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/dba-filtering-guide) If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/> or email helpline@nacro.org.uk or phone 0300 123 1999

Unlock – <http://hub.unlock.org.uk/contact/> phone 01634 247350 text 07824 113848

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 will also be subject to the satisfactory receipt of an enhanced DBS clearance.

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