



St. Chad's Catholic and Church of England High School

a Specialist Language College & EAL Centre for Halton

Headteacher
Mr M Paziuk BSc (Hons) MA NPQH

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Date 16th November 2016

Dear Parent/Carer,

PARENT GOVERNOR ELECTION

We currently have a vacancy for a Parent Governor. As a parent, you can either nominate yourself or nominate another parent with their prior consent.

The Governing Board, with the Headteacher, has overall responsibility for the running of the school. Governing Boards have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

As a parent governor, you would be a representative of the parent voice, but you would not be mandated to vote on their behalf. It may be useful to get the general feelings from parents on various issues from time to time, but in seeking to fill the post of parent governor, the governing board are looking for someone who will help them see the school from the widest possible viewpoint. Parents are vital to the work of the Governing Board. As a parent governor, you will be a governor in your own right with the same responsibilities as every other governor, to work together as part of the Governing Board for the good of the school.

A person cannot be elected or appointed as a parent governor if they are an elected member of the local education authority, or are employed at the school to work more than 500 hours in any consecutive 12 month period. Any contested election must be held by ballot, and the appropriate authority must take all steps that are reasonably practicable to ensure that every person who is known to them to be a parent of a registered child at the school, is informed of the vacancy for parent governor and given the opportunity to stand.

If you would like to nominate yourself, or another parent who has given their prior consent please complete the enclosed nomination form and return it to the school no later than 30th November 2016.

All returns should be addressed to Mrs. Andrea Fallon, Returning Officer. All forms should include a short personal statement to support the nomination, which should be no longer than 250 words.

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

For your convenience, there is our Code of Conduct agreed by all governors on the school website that outlines the expectations of the role, together with a copy of this letter & form.

Training is available for all governors and this governing board has an expectation that appointed governors attend Induction Training and any other subsequent, related training.

Yours faithfully,

Janet Lawrence
Chair of the Governing Board

Faith in God, Faith in Ability, Faith in Each Other

Honorable Purpose

Respect

Compassion

Co-operation

Stewardship



Nomination form

Election of parent governors

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election:

Name: _____

Address: _____

Signature of person nominated: _____

Signature of proposer (if different to nominee): _____

Name and address in BLOCK letters of proposer (if different to nominee):

Personal Statement (maximum 250 words)

Completed nomination forms must be returned to the school by 30th November 2016

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