



'We commit ourselves to love, respect and serve one another as disciples of Jesus Christ'

6th January 2023

Dear Parent/Carer

PARENT GOVERNOR ELECTION

I am writing to you to invite you to stand for election as a parent governor or nominate another parent to do so. In our school we have provision for two parent governors and there is currently one vacancy.

The Governing Body, with the Headteacher, has responsibility for the running of the school, delegated to it from the Our Lady of Lourdes Catholic Multi Academy Trust. Governing bodies 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
- Scrutinise use of resources for value for money and impact

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing body's work. However, we would particularly welcome nominations from parents with skills in finance, Special Educational Needs or experience of Leadership and Management. Training is available for all governors and this governing body has an expectation that those new to being a governor, attend induction training.

Overleaf summarises the circumstances under which someone cannot serve as a governor. In addition, parents/carers who have paid employment in the school are not eligible to stand in these elections. Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election, please complete the **enclosed nomination form and return it to the school no later than Monday 23rd January 2023.** You may also wish to include a short personal statement to support your nomination, which should be no longer than 200 words. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent.

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.

Yours faithfully

Mr R Hibbard
Returning Officer

Information for Prospective Nominees

Local Governor Powers and Responsibilities

St Bede's Catholic Academy is part of the Our Lady of Lourdes Catholic Multi-Academy Trust; this is a not-for-profit charitable trust which aims to sustain and develop Catholic education within Nottingham and Nottinghamshire. The Trust is governed by a Board of Directors responsible for the management and administration of the Company.

Each academy within the Trust is a Catholic school and each has a local governing body. The local governors are accountable to the Academy Trust and the Bishop of Nottingham to ensure that the Academy is conducted as a Catholic school in accordance with the canon law and teachings of the Roman Catholic Church so that at all times the Academy may serve as a witness to the Catholic faith in Our Lord Jesus Christ.

The Governors also have responsibility to;

- Ensure that the progress is made against the key performance and standards priorities for the school
- Ensure that resources and finances of the school are used efficiently and effectively
- govern admissions and appoint a committee to apply admissions criteria in accordance with NRCDES Guidance, the Admissions Code and with due regard to any locally agreed fair access protocols, and to appoint the chair of the Local Governing Body and the Head teachers as proposers in any admissions appeals;
- govern exclusions in accordance with appropriate regulations;
- support the Academy Trust and the Head teacher in recruitment and selection, grievance, disciplinary and processes in relation to staff, where appropriate.

ELIGIBILITY

Parent governors are elected by, and from among, parents/carers of registered pupils at the school. The term of office for parent governors is four (4) years. Governors can stand for re-election when they have served out their current term.

If there are no nominations or insufficient nominations received to fill the available places then the Governing Body may appoint to the vacancy. Any parent so appointed (or elected as a parent governor) should be, at the time of appointment a parent, or an individual exercising parental responsibility, of a registered pupil at the school. Where this is not possible, the person appointed shall be the parent of a child of compulsory school age.

DISQUALIFICATION - Grounds for disqualification

Fall into three broad categories:

- *general grounds;*
- *grounds that apply to particular categories of governor; and*
- *grounds that arise because of particular failings or actions on the part of the governor.*

All the grounds for disqualification apply also to associate members except that Associate Members can be registered pupils at the school and can be under 18.

General grounds

- Registered pupils cannot be governors
- A governor must be aged 18 or over at the time of election or appointment
- A person cannot hold more than one governor post at the same school at the same time

Grounds that apply to particular categories of governor

A person is disqualified from being a parent governor if he/she is:

- paid to work at the school in any capacity either permanent or temporary
- related to an employee of the school working in a senior position at the school (senior position is defined as Executive Head, Head Teacher, Head of School or Deputy Head)
- related to an existing governor of the school
- related to a member of the clergy connected to the school

Grounds that arise because of particular failings or actions on the part of the governor

A person is disqualified from being a governor of a particular school if they have failed to attend the meetings of the local governing body of that school for a continuous period of six months beginning with the date of the first meeting they failed to attend, without the consent of the local governing body.

Please note: The term of office will not commence until after the DBS check has been satisfactorily completed and the ***declaration of eligibility form*** has been completed, returned and checked.