

To: Parents/and those with parental responsibility of
Registered Pupils of St Oswald's Catholic Primary School

16th March 2018

Dear Parent,

ELECTION OF PARENT GOVERNORS

Following a resignation, we now have a vacancy for a parent governor Therefore I write to invite nominations from parents to fill the vacancy for a parent governors on our Governing Body.

The Governing Body of the school makes strategic decisions which shape the future direction of the school. They scrutinise all policies, the curriculum, attainment, pupil support, staffing, the budget and premises. They act as a critical friend to the school by providing challenge and support to the school leaders and staff. Parent governors are welcomed as valued members of the team and play a vital role in ensuring the governing body is aware of the views of parents and the local community.

You are eligible for this important post if you are the parent or guardian of a child/children at the school when the election takes place EXCEPT

- if you are an elected member of the local education authority; (local councillor)
- if you are paid to work at the school for more than 500 hours in any twelve month period beginning on 1 August and finishing on 31 July (during one academic year).

You should be nominated by the parent of another child currently at the school and provide a short statement (no more than 250 words) on how you could make a positive contribution to the governing body.

If there is more than one candidate, an election will be held. Details of the election procedure and nomination form are enclosed.

The successful candidates will become full members of the Governing Body and serve for 4 years with effect from the first meeting attended currently scheduled for 14th June 2018.

Governing Body meetings of this school are usually held once per term at 5.00pm on Thursdays but this could be changed if necessary to suit the convenience of the majority of Governors. Meetings usually last for approximately two hours. In addition, we have a number of committees that meet at least once a term which you may be a member of.

It is important that appropriate checks are made on anybody who will be working in a school to prevent unsuitable people from gaining access to children. Accordingly, new governors must agree to provide proof of identity and undergo a check in line with current advice issued by the Department for Education.

Nominations must be received by Mr Strom by noon on 27th March 2018. If an election is required ballot papers will be issued on 12th April 2018 and need to be returned by noon on 20th April 2018. The count will take place on 23rd April 2018 and parents will be informed of the outcome the following day.

If you wish to have further information regarding being a governor our Business Manager, Mr Strom, would be pleased to answer your queries. Alternatively, you may wish to contact the city council's School Governor Services team: telephone 233 3939 or email terry.brown@liverpool.gov.uk.

Yours sincerely,

Mrs M Walsh

Headteacher

Timetable of Election of Parent Governors of St Oswald's Catholic Primary School

| <u>Date</u> | <u>Stage in Procedure</u> |
|---|---|
| 12.00 Noon on 27 th March 2018 | Nominations to be received at the school marked "For the attention of Mr Strom, School Business Manager" |
| 12 th April 2018 | Ballot papers will be sent to all parents if an election is necessary (only if the number of nominations is greater than the number of vacancies) |
| From - 12th April 2018 To - 12.00 Noon 20 th April 2018 | Ballot boxes will be available at the school in the main office in both buildings. |
| 23 rd April 2018 | Votes will be counted at approximately 10.00am the Returning Officer being Mr Strom (Business Manager) Successful candidate will be informed. Unsuccessful nominees will be notified and thanked for their interest |
| 24 th April 2018 | All parents will be notified of the result of the election |
| 14 th June 2018 | Successful nominee(s) will be declared Parent Governor(s) until 13 th June 2022 (Governors may resign during their term of office if they wish to do so) First business meeting in St Oswald's Presbytery at 5.00pm (There may be committee meetings prior to this date). |