



Good Shepherd Catholic Primary & Nursery School  
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Head Teacher: Mrs Fernandes  
Deputy Head Teacher: Miss Milmoie  
Assistant Head Teacher: Ms Townsley

25<sup>th</sup> September 2017

Dear Parents

### **RE: Invitation to stand for Parent Governor Election**

The role of a school governor is extremely important and many essential decisions about this school are taken by our Governing Board. School governors work together with the school leadership team to continually improve the education for every child at our school. Our school governors have 3 core functions. They:

- 1. Ensure the clarity of vision, ethos and strategic direction of our school;**
- 2. Hold the head teacher to account for the educational performance of our school and its pupils, and the performance management of staff.**
- 3. Oversee the financial performance of our school and make sure its money is well spent.**

There is now a vacancy for **two parent governors**. These vacancies are required to be filled by an election. You are invited to stand for election as a parent governor if you so wish. Parent governors elected will hold the position for a period of four years.

The governors would be delighted to hear from any parents/carers who are interested to stand for election and are willing to give their time and any skills they have to further develop the school. We are particularly looking for people who have some knowledge of working within finance or business management (HR). All eligible parents/carers regardless of skills and experiences can stand for election.

Schools have governors from all walks of life, from different ethnic groups and all age groups over 18 years old. Very few people cannot be governors. On the declaration of eligibility form is a list of statements which if apply would prevent someone from becoming a school governor. The appointment is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check. Therefore, if successful, you will be required to allow an application to the DBS for an enhanced DBS check.

If you would like to stand for election as a parent governor, or if you would like to nominate someone else, please complete the relevant section on the nomination form enclosed. If you wish to nominate someone else you will need first need to check that they have a child at this school and that they are willing to be a school governor. Alternatively, you may nominate yourself and you will not require someone to nominate you.

Each person standing for election must prepare a short personal statement stating why they wish to stand for election. These statements will be circulated to parents with the ballot papers. Each person will also need to sign the declarations, as we are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

Nomination forms, personal statements and declarations must reach me **by 3.00 p.m. on 10th October.** Please put them in a sealed envelope and either post them to me at the school address or post it into the sealed box in the office reception area. Any nominations received after this date and time will not be considered. If I receive more than two nominations a ballot will be arranged.

Please ensure that your form is correctly completed, a personal statement has been enclosed and that the Declaration of eligibility (attached to this letter) has been signed. Nominations will be acknowledged within two working days of the closing date.

If you have any questions please do come and see me. Mr Nze (Chair of Governors) will be available on Thursday, 28<sup>th</sup> September before and after our curriculum evening (starting at 5.30 p.m.) should you wish to discuss it with him.

You can visit the following websites for further information on the role of school governors:

Governors' One Stop Shop website (<http://www.sgoss.org.uk/volunteers/>),

on Croydon Council website (<http://www.croydon.gov.uk/education/schools-new/general-info/school-governors>) or Bromley Council website ([http://www.bromley.gov.uk/info/29/school\\_governors](http://www.bromley.gov.uk/info/29/school_governors).)

Yours sincerely

Mrs Fernandes  
Headteacher



Striving for Excellence – Together as One

Good Shepherd Catholic Primary School is a charitable company limited by guarantee registered in England and Wales (registered number 9918358). Registered office: Dunley Drive, New Addington, Croydon CR0 0RG



## Parent Election Nomination Form

To nominate yourself please complete Part A.

To nominate someone else complete Part B yourself and ask them to complete Part C.

### Part A

I wish to stand for election as Parent Governor. My child attends this school.

Signed ..... Print Name.....Date.....

Child's Name and class: .....

### Part B

I wish to nominate ..... for election as parent governor.

Signed ..... Print Name..... Date.....

### Part C

I am prepared to stand for election as parent governor. I have a child at this school

Signed ..... Print Name..... Date .....

Child's Name and class: .....



## Personal Statement Form

Why I would like to become a parent governor

The declaration of eligibility, the nomination form and the personal statement must be returned to the Head Teacher within the stated timescale. **(By 3.00 p.m. on the 10<sup>th</sup> October 2017)**



## Parent Governor Declaration of Eligibility

I declare that I am not disqualified from serving as a Parent Governor and that:

- I am aged 18 or over and not a registered pupil at the school.
- I am not the subject of a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief restriction order or an interim debt relief restriction order.
- I have not been declared bankrupt, and my estate has not been seized from my possession for the benefit of any creditors and the declaration or seizure has been discharged, annulled or reduced.
- I am not subject to a disqualification order or a disqualification undertaking under either the Company Directors Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002, or a disqualification order under the Companies (Northern Ireland) Order 2002.
- I am not subject to an 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 trustee for a charity: by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity, for which I was responsible or to which I was privy, or to which my conduct contributed to or facilitated; or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned in the management or control of any body.
- I am not disqualified from acting as a Trustee and I have not been convicted of any offence which falls under section 178 of the Charities Act 2011, or any re-enactment or modification of that provision, or by any provision in the Companies Act 2006.
- I have not been found to be unsuitable by the Secretary of State under the provisions of the funding agreement.
- I have not been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 (and as amended) and excluding any offence for which the maximum sentence is a fine or a lesser sentence.
- I understand that I will be disqualified from holding or continuing to hold office if I do not make an application to the Disclosure and Barring Service for a criminal records certificate and if I do not provide to the Chair of the Board a criminal records certificate at an enhanced disclosure level.
- I understand that if in the opinion of either the Chair or the Principal / Head Teacher the certificate discloses any information which would confirm my unsuitability to work with children that I will be disqualified.
- I understand that I will cease to hold office if I become incapable by reason of illness or injury of managing or administering my own affairs.

Signed:.....Print Name:.....

Date:.....