



Ref: Parent Governor Positions at St Alban's – March 2023

Date: 16th March 2023

Dear Parents,

I am writing to let you know that we have two parent governor positions open at St Alban's Catholic Voluntary Academy and we want you to apply.

Parents of registered pupils at St Alban's – including parents of pupils in FS1 whose children will begin FS2 at St Alban's in September 2023 but excluding staff members – are able to apply for a vacancy on our Local Governing Body (LGB) and are entitled to stand for election. Candidates should have the necessary skills and experience to enable them to effectively support the school and hold leaders to account.

What the LGB will need from you:

- a strong commitment to the role and improving outcomes for the pupils and their families
- the inquisitiveness to question, analyse and the willingness to learn
- good inter-personal skills
- appropriate levels of literacy in English
- sufficient numeracy skills to understand basic data
- work constructively in meetings (and lead meetings if necessary)
- a commitment to safeguarding.

What the school needs from you. Knowledge, understanding and experience of (one or more of the following):

- the Foundation Stage (the early years) and/or
- curriculum and assessment and/or
- Catholic Life / Collective Worship and/or
- vulnerable pupils and those with Special Educational Needs and/or a Disability (SEND)
- action planning, strategy, analysis and evaluation.

What we can promise you:

- an ambitious school with leaders, teachers and parents committed to improving pupil outcomes
- an induction process which supports your role
- advice and support
- training opportunities
- positive experiences.



Nominations

To put yourself forward, complete this form:

<https://forms.office.com/e/PBE5FyEMAr>

You must acquire two other parents to support your nomination – a proposer and a seconder, and click the option which states you are a firm candidate. In the form, please also provide a short (no more than 250 words) personal statement outlining your background, experience and/or qualifications appropriate for the role and how you feel you will contribute as a governor using the details on governance to support you. Please note that your personal statement will be included on the ballot paper alongside your name.

The final date for submission is Monday, 17th April 2023 at 9 am.

Election

The election will take place by anonymous ballot – there is no requirement for parents to sign the ballot paper and votes will be counted in the presence of at least one independent, responsible person.

Each parent or carer is entitled to a ballot paper. One ballot paper will be handed out to the oldest child in each family on Tuesday, 18th April 2023. If parents require an additional ballot paper, they should contact the school office stating the reason why. The final date for ballot papers to be returned is Friday, 21st April 2023 at 9 am. We are happy to receive ballot papers by post but they must be received by school on Thursday, 20th April 2023.

If the number of nominees is equal to or less than the number of vacancies, voting is not required and the positions will be given to the nominees who have applied.

The school will ensure that a full (enhanced) Child Workforce check, barred list and SI 28 check has been completed before appointment. The school will also ensure that the prospective governor has signed a Declaration of Eligibility. The term of office will not commence until after the declaration of eligibility has been returned and the Child Workforce checks have been satisfactorily completed.

If you have any questions, are interested and / or would like to discuss the Parent Governor election in more detail, please contact: enquiries@dsa.srscmat.co.uk and Mr Brogan will make contact with you.

Yours sincerely,

Mr T Brogan

Headteacher