



St Francis of Assisi Catholic Primary School

Lady Pit Lane
Leeds LS11 6RX
(0113) 270 0978

Interim Executive Headteacher: E. McDonagh-Smith
Head of School: Mrs Snejberkova-Taylor

admin@bsf-leeds.co.uk

5th November 2021

Dear Parent/Carer,

ELECTION OF PARENT GOVERNORS

I am writing to inform you that a parent governor is required to fill **1** parent governor place on the governing body of the school. As a parent of a child at the school you are entitled to stand as a candidate and vote in any election. A nomination slip is attached. If you wish to offer yourself as a candidate to become a parent governor you should contact the school to request the information for prospective governors information and complete the slip and return it to the Headteacher by **Friday 19th November 2021**.

Although any eligible parent can stand for election, the governing body has identified that the following skills and experience would be desirable in order for the governing body to improve its effectiveness:

Skills and knowledge related to

- the Catholic Character of the School
- Teaching and pedagogy, inclusion
- Equal opportunities, equality and diversity
- Health and Safety, premises and facility management
- PR, marketing and working with the media

Please note that you are not eligible to be a parent governor if you work at the school for more than 500 hours per year. You are also not eligible to be governor if you fulfil any of the disqualification criteria listed on the eligibility form (*see page 7*). *If you become a governor you are expected to sign up to the Governors' Code of Conduct.*

If the required number of nominations is received then those persons will be automatically declared as parent governors. If there are more nominations than places then a ballot of all parents will be held to select the parent governors. For this purpose nominees are invited to prepare a short statement which will be circulated with the ballot forms. Space for this is included below the nomination slip. The length of the statement should not be more than 200 words. (*The Headteacher has the right to reduce any statements over and above this limit*).

Governors are strategic leaders of the school and parent governors participate positively in the vital role of making sure every child receives the best possible education. The other governors will

include staff members, local authority governors and other governors appointed by the board. All governors should be appointed because of their skills and experience. The DfE's Governance Handbook states: 'Governors must govern in the best interests of pupils; it is not their role to represent a stakeholder group.'

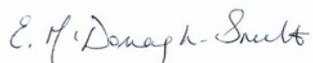
All governors are expected to attend full governing body meetings and the meetings of at least one committee. In order to carry out your role effectively you will also be expected to attend relevant training.

Please note that elected governors will be asked to complete a self-declaration proforma to confirm that they are eligible to serve as a governor. (See page 7 for more explanation).

Before deciding whether to stand for election it is recommended that you either contact the Interim Executive Headteacher at the school or Leeds Governor Support Service on 0113 387 5213 to discuss the role further. Parent governors serve a four year term of office irrespective of whether their child leaves the school during the term of office.

Do you have the skills, knowledge and time to be an effective governor of St Francis of Assisi Catholic Primary School? Please do give some thought to standing as a parent governor.

Yours sincerely



E. McDonagh-Smith
Interim Executive Headteacher



ELECTION OF PARENT GOVERNOR(S) - NOMINATION FORM

To the Headteacher of St Francis of Assisi Catholic Primary School,

I wish to nominate myself as a candidate to be a parent governor at the school.

I am the parent of

Year Group/s:

I do/do not include a personal statement.

PERSONAL STATEMENT

Write a few lines about yourself. What you do and what skills and experience you have will help other parents decide who to vote for. Below are a few suggestions of areas you may like to give information on.

- Your commitment to the role and to improving outcomes for children
- Your ability to question and analyse
- Your willingness to learn
- good inter-personal skills
- appropriate levels of literacy in English (unless a governing body is prepared to make special arrangements),
- sufficient numeracy skills to understand basic data
- the willingness to attend appropriate training
- any specific skills such as financial, HR or data analysis

Please note that this statement will be *sent out in your handwritten form*.
