



The  
St Gregory the Great  
Catholic Academy Trust

Dear Parent/Carer

Wednesday 6 March 2024

## ELECTION OF PARENT GOVERNOR

I am writing to inform you that there is a vacancy for a Parent governor on the Academy Council, the school governing body, which is made up of 6 Foundation governors, 2 Parent governors, 1 Staff governor and the Headteacher.

**As a parent of a child at the school you are entitled to stand as a candidate and vote in any election.**

- Parent governors can participate positively in the running of the school.
- No special qualifications are needed other than a commitment to the school and some time to spare.
- The bringing together of governors from a wide range of interest groups in itself provides a wide range of skills that can benefit the school.
- Training and support will be arranged for governors so no parent should feel deterred from putting themselves forward.

If you wish to offer yourself as a candidate to become a Parent governor you should complete the attached Nomination form and return it to school by **Wednesday 13 March 2024, 4pm**.

If one nomination is received then that person will be automatically declared as Parent governor. If there is more than one nomination then a ballot of all parents will be held to select the Parent governor. 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 form. 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*).

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 attached Eligibility form. (*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.*) Parent governors serve a four-year term of office irrespective of whether their child leaves the school during the term of office.

Please do give some thought to standing as a Parent governor. Thank you.

Yours sincerely

Mrs Snejberkova-Taylor  
Headteacher