

To Parents/Carers

20th October 2022

Dear Parent/Carer,

Parent Governor Vacancy

The Governing Body is seeking to appoint a Parent Governor, who will serve for a period of four years. Nominations are invited to fill this vacancy.

The school has an active and engaged Governing Body comprising of seventeen Governors from diverse backgrounds and with a wide range of skills and experiences. The Governing body strongly supports diversity and inclusion and wants to ensure its composition reflects the diversity of our whole school community. We therefore specifically encourage nominations from parents/carers of Black, Asian or other ethnic minority pupils, from parents/carers of pupils in receipt of free school meals or from parents/carers of pupils with SEND.

If you are considering making an application, you are warmly invited to contact the Chair of Governors, James Ewins (jewinsgovernor@saintcecilias.london) to ask any questions you may have. Any such communications will be entirely confidential.

Governors conduct an annual skills audit and, while these skillsets are not essential, we are keen to encourage applications from those that have experience in health and safety, premises management or ICT.

Governors are provided with induction and ongoing training, and we have a mentor scheme to ensure that joining the Governing Body is a smooth process. The role of Governors is very important to the operation of the school and is a very rewarding experience.

Any parent of a registered pupil attending the school may stand for election. Please note that a 'parent' is defined for nomination and voting purposes as the natural parent, a guardian and any person who has or shares the day-to-day care and control of a child.

Should there be more than one nomination, a secret ballot will be held with voting either electronically online or through printed ballot papers returned to the school. Parents are invited to submit nominations using the nomination form. Each person must be proposed by parents of registered pupils presently attending the school and the nominee must also be a parent and signify their willingness to stand for appointment or election.

All parents wishing to stand for appointment or election should read the information on 'Qualifications and Disqualifications' to ensure it is appropriate for them to do so. All Governors will be required to undergo a DBS (Disclosure & Barring Service) check. Further information about the role of parent governors can be found at www.nga.org.uk/Be-a-Governor.aspx.

Parent Governors hold office for four years irrespective of how long their child remains a registered pupil of the school and are expected to attend meetings of the Full Governing Body and one sub-committee. Meetings are held in the early evening and last for approximately two hours.

The nomination form must be returned by **12 noon on Wednesday 9th November 2022**. Nominations will not be accepted after this time. Those nominated to stand should supply a personal statement, which will be circulated to all parents if a ballot is required.

I look forward to receiving your nomination forms & statements.

Yours sincerely,

Renata Joseph
Headteacher