**Parent Governor Information Document**

All related documents are available in the Governor section of the school website and nominations can be emailed to [**Enquiries@ann.srscmat.co.uk**](mailto:Enquiries@ann.srscmat.co.uk)with **Parent Governor nomination** highlighted in the subject line or delivered to the school office marked **Parent Governor nomination,** to arrive **by 12.00 noon on Friday 18th March 2022.**  A parent of another child at the school must support your nomination by either signing the Nomination form in support of your nomination, or email their support to the above email address, clearly stating that they are supporting your application. If this supporting email is not supplied your application will be invalid.

From April 2016, all newly elected/appointed governors must hold an enhanced criminal record certificate. The Governing Body through the CMAT central administration team must apply for such a certificate within 21 days of election/appointment of a new governor. You cannot attend a full governor meeting until we have confirmation of the CRC from the CMAT. Further information on this process can be viewed and downloaded at:

<https://staff.derbyshire.gov.uk/jobs-and-recruitment/recruitment-and-contractual-arrangements/criminal-background-checks/criminal-background-checks.aspx>

Enhanced DBS checks for school governors.

Check that you are eligible for appointment as a School Governor by reading the Declaration of Eligibility Section on the website.

The Declaration of Eligibility form requires a signature from you in Section A. Due to COVID-19 and access to school being restricted, if you are unable to sign and scan the form, you can supply a statement in an email confirming you agree that you have read the qualifications and disqualifications, and you declare that you are qualified for appointment and that none of the statutory disqualifications apply to you. Section C is for verifying proof of identity which school will complete upon appointment. Only the statutory disqualifications would automatically exclude you from becoming a Governor. Minor offences, not listed on the form, may not necessarily affect your eligibility to become a school Governor. If you are uncertain as to whether you are eligible, you may seek further advice from the Returning Officer.

**All governors are expected to abide by the Code of Practice adopted by the St Ralph Sherwin Catholic Multi-academy Trust Local Governing Board.**

**A person is disqualified from election or appointment as a Parent Governor if they are an elected member of the LA or if they work at the school for more than 500 hours in any consecutive 12 month period.**

Please provide a statement about yourself on the nomination form including any experience or skills that you consider would be useful. If a parent community ballot is required this statement will be displayed on the school website and a secure electronic ballot of the parent community will be held from Monday **21st March 2022 with the closing date for voting being noon on Tuesday 29th March 2022.** Further details of how the voting will be conducted will be supplied if a ballot is required.

In all types of schools, governing boards should have a strong focus on the strategic functions:

1. Ensuring clarity of visions, ethos and strategic direction
2. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff.

In addition, as part of the Bishop of Nottingham’s Catholic Multi-academy Trust, Governing Boards should also have a strong focus on:

1. Promoting the vision of the Catholic Multi-Academy Trust
2. Promoting and developing Catholic Life
3. Maintaining and developing relationships with staff, parents and the parish community
4. Ensuring safeguarding arrangements for pupils and staff are fully compliant with statutory requirements

There is an expectation that on election you will be willing to:

* Undertake appropriate induction training
* Prepare for and attend all meetings regularly
* Be an active member as required
* Be willing to undertake further training to develop your skills

This Governing Board would particularly welcome nominations from parents with the skills/experience to help improve its effectiveness and address current challenges as set out in the attached note ‘Being a Parent Governor at St Anne’s Academy’.

In the personal statement, candidates may wish to briefly set out

* Evidence of the extent to which you possess the skills and experience the Governing Board desires or at least the capacity and willingness to develop them
* Your commitment to undertake training to acquire or develop the skills to be an effective governor
* If seeking re-election, details of your contribution to the work of the Governing Board during your previous term of office, and
* How you plan to contribute to the future work of the Governing Board

If the number of nominations is the same as, or, smaller than the number of positions to be filled, then the people nominated will be deemed elected unopposed. If there are fewer nominations than vacancies, the Governing Board must appoint parent governors to fill the number of vacancies.

Only parents / carers of children registered at the school are entitled to stand or vote in the election. **Each parent will be sent one ballot paper regardless of how many children they have at the school, and each parent will have one vote.** The ballot will be secret, and you will be notified of the results as soon as possible afterwards.

The Local Governing Board works together as a group and our role is strategic and non- operational, all operational matters relating to school are the responsibility of the Head Teacher and the CMAT. If you are thinking of standing as a Governor, remember that you will need to attend the six meetings a year as a minimum and prepare for these meetings in advance, ready to ask questions around the information provided to you in advance also to carry out the functions asked of you by the Governing Board in relation to being an active member, carrying out monitoring visits as timetabled and undertake appropriate training as provided, including ‘Being a governor at a Catholic School’. The Governing Board sets the term of office for all Governors and the term is four years, the start date of the appointment will be from the date of election. If you are elected you may serve out your term even if you child leaves the school before your term of office finishes. You can, however, resign from the Governing Board at any time.

If you would like to be nominated to be a Parent Governor, you need to:

1. Check that you are eligible by reading the enclosed Declaration of Eligibility Form and sign and return the declaration as described above.
2. Complete the nomination form ensuring your nomination is seconded as required and return it in a sealed envelope to the school office marked Parent Governor nomination,
3. Include a statement about yourself and why you would like to become a Governor remembering to provide any evidence of the skills and experience that the Governing Board are seeking or an indication of how you would seek to develop them (on the Nomination Form);
4. Each nomination must be received by **12 noon on** **18th March 2022** either at the school office or by email to[**Enquiries@ann.srscmat.co.uk**](mailto:Enquiries@ann.srscmat.co.uk)with **Parent Governor nomination** highlighted in the subject line.

You are responsible for ensuring that your nomination form is received by the deadline. It may be delivered by email or delivered to the school office and should be sealed in an envelope marked ‘Parent Governor Nomination’.

If you have any questions about whether or not you are eligible to stand or vote in the election or about anything else contained within this document, please do not hesitate to contact me.

Yours sincerely,

Lorraine J Gavin

Chair of Governors

Additional documents attached that relate to this letter

* Being a Parent Governor at St Anne’s Academy, Information sheet
* Declaration of Eligibility Form
* Nomination Form