



8<sup>th</sup> June 2021

Dear Parent(s)/Carer(s),

I am writing to invite you to stand as a parent governor on our governing body, or nominate another parent to do so. We currently have vacancies for 3 parent governors. We have experienced a good deal of change in our Board over the last year due to the retirement of a number of our long serving Governors.

### **The role of the governing body**

The school's governing body is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational and financial performance. It is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils.

### **The role of a parent governor**

As a parent governor, you'll work with the governing body to ensure it effectively carries out the duties referred to above. You'll also play a vital role in ensuring that the governing body is connected with parents and the local community. A parent governor is not there to try to represent the views of all parents. Instead they are there to be able to offer their own perspective as a parent to governors' discussions.

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the board of governors' work. Training is available for all trustees/local governors and this board of trustees has an expectation that those new to being a trustee/local governing committee member, attend free induction training.

Ideally to be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for children
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills

The governing board is particularly keen for candidates with experience in Personnel and/or Cyber Security to apply and most importantly encourages applications from all members of society, regardless of background, gender, ethnicity, disability or age.

Our governing body is typically made up of people who identify as white British and this does not reflect the diverse make up of our school community. We recognise that we are missing out on the talents and knowledge of a sizeable proportion of our community of parents and so we are committed to making our school welcoming to all and encouraging active participation in Governance.

### **Expectations of governors**

As a parent governor you will be expected to maintain confidentiality and to commit to training appropriate to the role, including induction training. All training is currently virtual/online.

Each of our governors will usually attend 4 meetings of the full governing body per year and 4 meetings of a committee. In the current school year these have been virtual meetings but our intention is to move to a blend of socially distanced face to face and virtual meetings.



Many of our governors have a link to a department or other area of the school and although visits into school are currently on hold, these will recommence when safe to do so.

### **How to apply/ more information**

If you are interested in applying for the role, please contact Mrs P Parker Giblin, Clerk to the Governors at the school by post or by email [pparkergiblin@notredame-high.co.uk](mailto:pparkergiblin@notredame-high.co.uk) of your wish to apply by **3pm on 21<sup>st</sup> June**.

Some people are disqualified from being a school governor and a list of these disqualifications is given below.

Your application should include a short statement (max 250 words) that may include details of the skills and experience you have that the governing body requires, your commitment to undertaking training to acquire or develop the skills needed to be an effective governor and how you plan to contribute to the future work of the board.

If we receive more than 3 applications, a secret ballot will be carried out. We will inform you closer to the time if we have to do this.

If you have any queries about this process or would like to find out more about the role, please contact either me or Mrs Parker Giblin at the school.

Yours sincerely

Mr S Davies  
Headteacher

You are disqualified from being a school governor if you:

- Are a registered pupil at the school
- Are under 18 years old
- Fail to attend their meetings for 6 consecutive months
- Are the subject of:
  - A bankruptcy restrictions order, or an interim bankruptcy restrictions order
  - A debt relief restrictions order, or an interim debt relief restrictions order
  - An undischarged sequestration
- Are disqualified from being a company director and/or a charity trustee
- Have been removed from office as an elected governor within the last 5 years
- Are included in the list of those unsuitable to work with children
- Are disqualified from working with children, barred from regulated activity and/or disqualified from registering for childminding or providing daycare
- Have been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a governor or since becoming a governor
- Have received a prison sentence of 2 and a half years or more in the 20 years before becoming a governor



- Have at any time received a prison sentence of 5 years or more
- Have been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a governor
- Refuse a request by the clerk to make an application to the Disclosure and Barring Service (DBS)

In addition parent governors cannot be:

- Elected members of the local authority (LA)
- Paid to work at the school for more than 500 hours in a year