



St. Vincent's Catholic Primary School

St. Vincent Street, Marylebone W1U 4DF

Headteacher: Miss M. Coleman

Tel: 020 7641 6110 FAX: 020 7641 6116 email: office@stvincentsprimary.org.uk
web: www.stvincentsprimary.org.uk

19th March 2019

St. Vincent's Election of Parent Governors 2019

Dear Parent/Carer,

PARENT GOVERNOR ELECTION LETTER

I am writing to you to invite you to consider standing for election as a parent governor; we currently have two parent governor vacancies. Parents who are elected may hold office for maximum of four years if they wish, even if they no longer have a child at the school.

Thank you to Bob Campbell and Simon Manara who have been dedicated parent governors for the past four years-their commitment to the strategic development of the school has been most appreciated. Governors will be attending the next SVPA Meeting on **Wednesday 27th March at 9:15 a.m.** if you wish to come to meet them and find out more about the roles and responsibilities of governors.

All parents and guardians* of children at the school are eligible to stand as candidates and vote in the elections. Each parent will have one vote for every parent governor vacancy

The governing body, with the headteacher, has overall responsibility for the running of the school. Governing bodies have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

Please see the enclosed document from the Diocese of Westminster which explains more about the role of the elected parent governor.

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 governing body's work whilst maintaining appropriate confidentiality. However, we would particularly welcome nominations from parents with the following skills: information technology, legal, human resources and special educational needs & disabilities, although any parent can stand for election. Training is available for all governors and this governing body has an expectation that those new to being a governor attend free induction training.

The full governing body normally meets once a term, usually on Thursday evenings 16:30-19:00. There are also regular committee meetings (at least termly), at varying times of day.

If you would like to stand for election, please complete the attached nomination form and return it to me by **Monday 1st April 2019 at midday.**



Together Through Christ We Grow and Learn





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You may wish to propose another parent and if so, please ensure that they are aware of your intentions; please also ensure that they sign the nomination form by way of confirmation.

Each person standing for election is invited to provide with their nomination, a short personal statement (a maximum and strictly no more than 250 words). The statement could include biographical information, your reasons for wanting to be a Parent Governor, your skills and the contribution you believe you could make to the Governing Body.

If the number of nominations received is equal or less than the number of vacancies, the nominee(s) will automatically be elected as Parent Governors; if there are more nominations than vacancies, a ballot (vote) will be held and copies of the personal statements will be sent to all parents.

If an election is to be held voting will take place at the school on **Tuesday 9th April from 8:00 a.m to 9:30 a.m.** If you cannot come to the school to vote you can apply for a postal vote which you must request in advance. If you would like a postal vote, then fill in the attached form and send it to the school office. Otherwise no ballot paper will be sent to you and you will need to come to the school to vote.

Please note that DBS checks are mandatory for all school governors and that all governors will need to complete a DBS check as part of the appointment process.

If you would like more information about being a School Governor, please contact a member of our Governing Body or myself for more information via the school office.

Yours faithfully,

Elaine Cooper
Returning Officer

Enc:

- Diocese of Westminster Guidance on the Role of the Elected Parent Governor
- School Governance Qualifications & Disqualifications
- Nomination form
- Request for a postal vote

*some people who are not parents but who act as parents and take care of a child at the school may also be able to take part. If you or someone else living with you look after the child in this way please contact me to check if you will be able to take part in the election.



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