



ST JOSEPH'S ROMAN CATHOLIC PRIMARY SCHOOL

Goodson Road Willesden London NW10 9LS
Telephone 020 8965 5651 Fax 020 8961 9022
E-mail: admin@stjo.brent.sch.uk

Executive Headmistress: Mrs D Titus
Associate Head of School: Ms B Kirby

Dear Parents and Guardians

Monday 15 January 2018

VACANCY FOR PARENT GOVERNOR

I am writing to advise you that there is now a vacancy for the position of parent governor at this school and to tell you about the arrangements for the parent governor election. All parents of registered pupils are eligible for nomination and I would like to invite parents to consider standing for election. Parents standing must be proposed and seconded in writing, with the nomination form being signed by proposer and seconder. The person nominated must also state, in writing, that he or she is willing to stand. The election is for a period of four years and those eligible to stand are the parents or guardians of pupils who are currently registered pupils at this school. A parent governor whose child leaves the school during their term of office may continue to the end of the four year term if they so wish. The proposer and seconder must also have a child currently in attendance at the school.

Governors are responsible for strategic planning and finance and sometimes the governing Board is required to vote on decisions about the school. Governors also help to build good relationships between the school, parents and our local community. Parent Governors are representative of the parent Board. However all governors, including parent governors do not have any legal authority to act individually, or on behalf of another parent or member of the community, and will only speak on behalf of the governing board if specifically authorised to do so. The governing board also takes collective responsibility for all decisions made by the board.

Nominations should be sent within the next two weeks before the closing date which is **12 noon on Friday 26 January 2018**. If there is only one candidate that parent will be declared elected, but if there is more than one candidate, **a postal ballot will be held**. All parents whose children attend this school will be entitled to vote in the postal ballot and voting will be on the basis of one vote per parent/legal guardian. We would hope to circulate information from the candidates to all parents.

If it proves impossible to fill the vacancy, the Governing Board has the right to make an appointment to the vacancy. If the need to do this arises, the Governing Board will first of all consider appointing parents who have a child on roll at the school. If however they cannot make such an appointment they will consider a person who is a parent of a school-aged child but not necessarily a registered pupil at this school. Parents will be advised of the name of the new parent governor once elected or appointed.

Attached to this letter you will find a form for use in the nominating procedure. Please remember that the form needs to be returned to the school office by **12 noon on Friday 26 January 2018** marked for the attention of the **Clerk to Governors**.

Yours sincerely

Clerk to the Governing Board



**PLEASE COMPLETE AND RETURN TO
THE CLERK TO GOVERNORS AT
ST JOSEPH'S ROMAN CATHOLIC PRIMARY SCHOOL
TO ARRIVE BY NO LATER THAN
12 NOON ON FRIDAY 26 JANUARY 2018**

NOMINATION FOR THE POSITION OF PARENT GOVERNOR

I wish to nominate _____ for the position of parent governor. The name(s) of his her children at the school are:

STATEMENT TO BE SIGNED BY PARENT BEING PROPOSED:

I am prepared to accept this nomination.

Signature _____ Date _____

Name of **Proposer**: _____

Names of child/ren at school: _____

Signature of **Proposer** _____ Date _____

Name of **Secunder**: _____

Names of child/ren at school: _____

Signature of **Secunder**: _____ Date _____

If more than one nomination is received, candidates will be asked to provide information about themselves and/or an election address of up to 250 words for distribution to parents.