



**St Cuthbert's
Catholic High School**
Live life in all its fullness

Berrys Lane
Sutton, St. Helens
WA9 3HE

Web: stcuthberts.com
Tel: 01744 678123
Email: postbox@stcuthberts.com

Headteacher:
Mrs Catherine Twist B. Ed
Fax No: 01744 678127

1st February 2018

Dear Parents/Guardians,

PARENT GOVERNOR VACANCY

At present there is one vacancy for a Parent Governor at the school. Persons eligible to be elected onto the Governing Body of the school and to vote in an election, shall be any parent (i.e. natural parent, step-parent, adoptive parent or foster parent) of a registered pupil at the school at the time of the election. The term of office for Parent Governors is four years from the date of election.

If you are interested in standing for election, could you please complete, sign and return the attached nomination form with the name/names of your child/children at the school and the name of a proposer (who should also be a parent of a child at the school). Completed nomination forms should be returned to the school by 12 noon on **Friday 9th February 2018**. St Helens Council Rules for the Election of Parent Governors to School Governing Bodies and Parent Governor Elections Questions and Answers are also attached.

In the event of the number of nominations exceeding the number of vacancies, a secret ballot will be conducted. Otherwise, nominees shall be deemed to be elected unopposed. If successful the position will be subject to disclosure carried out by St Helens Council Governor Services Section.

I look forward to receiving your nominations.

Yours sincerely,

Mrs JA Ballinger
Assistant Business Manager
Clerk to the Governors





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**NOMINATION FORM FOR
SCHOOL PARENT GOVERNOR**

NAME OF CANDIDATE: _____

NAME(S) OF CHILD/CHILDREN IN THE SCHOOL AND YEAR GROUPS:

NAME OF PROPOSER: _____

Please briefly explain your reasons for seeking election as a Governor of the School:

A person is disqualified from election or appointment as a Parent Governor if she/he is:

- a) an elected member of the Local Authority

- b) paid to work at the school for more than 500 hours in any twelve month period commencing on 1st August and finishing on 31st July.

SIGNED: _____





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RULES FOR THE ELECTION OF PARENT GOVERNORS TO SCHOOL GOVERNING BODIES

1. The persons who shall be eligible to be elected as Parent Governors on the Governing Body of a school and to vote in an election shall be any parent (ie. natural parent, step-parent, adoptive parent or foster parent) of a registered pupil at the school at the time of the election. DfES guidance states that nursery parents should be included.

A person is disqualified from election or appointment as a Parent Governor if s/he is:

- a) **an elected member of the Local Authority**
 - b) **paid to work at the school for more than 500 hours in any twelve-month period commencing on 1st August and finishing on 31st July**
2. The Head Teacher of the school shall be responsible for conducting the election on behalf of the Director of Children & Young People's Services.
 3. When a vacancy for a Parent Governor arises at the school, the Head Teacher shall invite nominations by distributing to each eligible person a letter notifying the vacancy, specifying the term of office and fixing for the receipt of nominations a closing date which shall be not less than seven days from the date of the letter. The letter shall be accompanied by a form on which nominations must be made. Each nomination will need to be signed and dated by a proposer i.e. another parent, and the signature of the nominee to indicate that he or she accepts nomination.
 4. If the number of nominations exceeds the number of vacancies, a secret ballot shall be conducted. Otherwise, nominees shall be deemed to be elected unopposed. Where there are two vacancies, only one ballot will be held, in which the eligible voters may vote for two candidates.
 5. Each parent of a registered pupil/pupils at the school is entitled to one vote per vacancy, however many children he/she may have at the school.
 6. The Head Teacher shall arrange for the distribution to each eligible voter of a ballot paper. The voters shall not be required to sign ballot papers to indicate their identity in any way on the ballot paper. The Head Teacher shall make arrangements for the safe custody of marked ballot papers, which must be returned on a date specified by him/her which shall be not less than three days after distribution of the ballot papers.
 7. Marked ballot papers shall be sorted and counted in the presence of the candidates (if they wish to be present) on the next working day after the day fixed by the Head Teacher for the return of the ballot papers.
 8. The Head Teacher shall notify the result of the ballot to parents by letter. The candidate with the highest number of votes will be declared elected. In the event of a tie, a fresh election shall be held.
 9. The Head Teacher shall inform the Governing Body Clerk and the LEA of the result of the ballot. A notification form is included with this information. The Clerk and the LEA will send to the person elected a letter confirming his or her appointment to the Governing Body.
 10. With effect from 1st September 2003, all Governors will serve a term of office of up to four years.





PARENT GOVERNOR ELECTIONS **QUESTIONS AND ANSWERS**

1. Who can participate in Parent Governor elections?

Anyone who is the natural parent, step parent, foster parent or guardian of a registered pupil at the school at the time of the election, may participate as candidate, voter or both. In order to be eligible to be a 'parent governor' under the Constitution Regulations (SI 2003/348), a person must be a parent at the time when he/she is elected. 'Parent' is defined for the purposes of the Constitution Regulations in regulation 3 as including 'any individual who has or has had parental responsibility for, or cares or has cared for a child or young person under the age of 18'. There is no statutory definition of the expression 'cares' or 'care of'. DfEE guidance from June 2000 suggests that a person with 'care of' a child or young person for the purposes of the definition of 'parent' means a person who the child lives with and who looks after the child, irrespective of what their relationship is with the child. The reference in the definition must be to someone involved in the full-time care of the child on a settled basis. If, however, insufficient candidates are nominated to fill all the vacancies and the Governing Body exercises its right and duty to co-opt other parents to these vacancies, it is not allowed to co-opt elected members of the Council, co-opted members of the Community Education Scrutiny Committee, school employees, employees of the Authority or of the Governors of Aided Schools.

2. Can Nursery parents participate in the elections?

Yes. Parents of nursery pupils are fully entitled to participate in the election at the Infants' or Primary School to which the Nursery Unit is attached. This is the case even where it is known that the pupil will not be transferring to the main school on leaving the Nursery.

3. How many votes does each parent have?

Each parent has one vote per vacancy, however many children he/she has at the school.

4. Does the fact that the election is by secret ballot mean that envelopes must be issued to parents for the return of their ballot papers?

No. It simply means that parents should not sign or initial the ballot papers or identify themselves in any other way when voting. There is no requirement that parents return their ballot papers in sealed envelopes.



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**GROUNDS FOR DISQUALIFICATION FROM
MEMBERSHIP OF A GOVERNING BODY
SCHEDULE 6**

1. A person who is under the age of 18.
2. A person who is adjudged bankrupt to whose estate has been sequestered or who has made a composition or arrangements with his creditors and who has not been discharged.
3. A person convicted within the last five years of any offence resulting in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine.
4. A person convicted within the last twenty years of any offence resulting in a sentence of imprisonment for a period of two and a half years or more.
5. A person convicted of any offence resulting in a sentence of imprisonment for a period of five years or more.
6. A person convicted within the last five years of an offence under Section 547 of the Education Act 1996 (nuisance or disturbance on school premises and grounds) and sentenced to a fine.
7. A person liable to be detained under the Mental Health Act 1983.
8. A person subject to disqualification under the Company Directors' Disqualification Act 1986 or under the Insolvency Act 1986.
9. A person removed from the office of charity trustee by the Charity Commissioners or High Court on the grounds of misconduct or mismanagement.
10. A person included in the list of teachers and workers with children or young persons whose employment is prohibited or restricted (List 99).
11. A person disqualified under the Education Act 1996 from being the proprietor of an independent school or from being a teacher or other employee in any school.
12. A person is disqualified from holding or continuing to hold office as a Governor at any time when s/he refuses a request by the Clerk to the Governing Body to make an application under Section 113 of the Police Act 1997 for a Criminal Records Certificate.

