



# St. Antony's Catholic College

23<sup>rd</sup> March 2017

Dear Parent/Carer,

I am writing to give notice that a vacancy exists for a Parent Governor on the school's Board of Governors and I invite nominations, which must be returned to me not later than Friday 28<sup>th</sup> April 2017.

## **What do Parent Governors do?**

Being a school governor is interesting, worthwhile and rewarding. The Board of Governors are mainly concerned with the overall direction of the school and policies rather than the detail of managing the school. The board agree the aims, objectives and policies for the school then monitor progress and performance toward the agreed aims.

Governors are asked to act with integrity, honesty and objectivity and give their time voluntarily to work as part of a team. It is important that governors are aware of their roles and responsibilities and act at all times in the best interests of the school.

The board is made up of governors offering different skills and experiences. They all share a common interest in the success of the school. Once elected Parent Governors are a representative parent but not a delegate. This means they can relay the views of other parents, but vote as their conscience dictates.

The Board would welcome nominations from individuals who may be retired and have time to contribute to meetings at the school with the following skills or expertise; governance experience / data analysis / finance management / human resource management / local community knowledge / community services / premises & buildings management / commercial / special needs awareness / health and safety / leadership and management / marketing and PR.

Only eligible parents, that is any parent or person having parental responsibility for or who has care of a registered pupil at the school at the time of the election, are permitted to nominate themselves for the vacancy. Nomination forms cannot be accepted without the signature of the nominee. Anyone who is wishing to stand in the election, must be eligible to be a governor, and must sign the declaration form overleaf. The term of office will be four years. If the number of nominations exceeds the number of vacancies, a secret ballot will be held. Otherwise, nominees shall be deemed to be elected unopposed. Nominees are asked to return, with the nomination form, a completed Personal Statement Form (overleaf) which will be circulated to parents with ballot papers.

Yours faithfully,

Mrs Fiona Wright – Associate Headteacher

Bradfield Road, Urmston, Manchester, M41 9PD

T: 0161 911 8001 F: 0161 749 7270 E: stantonys.admin@trafford.gov.uk www.st-antonys.com

Executive Headteacher: Mrs J. Beever Associate Headteacher: Mrs F. Wright