



# St Michael and St Martin Catholic Primary School

Belgrave Road, Hounslow, Middlesex TW4 7AG

Headteacher : Mrs N Duggan  
Chair of Governors : Mr Paul Lemiare



*Learning our faith, Living our faith, Loving our faith*

22<sup>nd</sup> February 2022

Dear Parent / Carers

## Re : Parent Governor Vacancy

I am writing to let you know that there is **one** vacancy for a parent on the governing body of our school. A governing body is a group made up of parents, school staff (*including the Headteacher*), and people from the local community who together oversee the development of the school. Governors do not manage the school, that is the responsibility of the Headteacher and Leadership Team, but they do help determine the aims and values of the school, the priorities for development and help to monitor that the decisions they are making are having the desired effect.

Governors aren't expected to be experts but need to be willing to work as part of a team, read papers, attend meetings and ask constructive questions. There is free training available and plenty of advice and support from the school and Hounslow Council. Parents have invaluable experience to contribute. Although they will reflect their own and their children's experience, as a governor they need to be willing to consider the interests of all children and families in the school.

Parents, step-parents and guardians are able to stand for election, nominate other parents and vote in an election for parent governors. If for any reason you are not sure if you are eligible then ask the Headteacher.

If you would like to become a governor, please complete the nomination form and disqualification declaration and return it to the school by **Wednesday 9<sup>th</sup> March 2022 by 12 (noon)**. If you wish to nominate another parent, you must get them to sign the form to confirm they are willing to be put forward. If the number of nominations received is the same or fewer than the number of vacancies, then those parents will be declared parent governors.

If more nominations are received than there are vacancies, then an election will be held by secret ballot. All nominated candidates will be asked to prepare a short statement saying why they would like to be a governor. The statements will then be circulated with the ballot papers.

I hope you will consider standing. If you would like to find out more or perhaps talk to one of the serving governors, please telephone or ask at the school office. All parents will be advised of the outcome shortly after the closing date.

Yours faithfully

**Mrs N Duggan**  
**Headteacher**



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## Nomination Form for Parent Governor

## Appendix 2

If you want to become a Parent Governor or want to nominate another parent, please complete this form. You or the person being nominated must check the reasons which disqualify someone from being elected as a governor printed on the back of this form and whoever is standing for election must sign this form to confirm that none of them apply.

**Return the form to: Mrs Karen Childs, PA to Headteacher by Wednesday 9<sup>th</sup> March 2022 by 12 (noon)**

If there are the same or fewer nominations than vacancies, then the people nominated will be declared parent governors. If there are more nominations than vacancies an election will be held by secret ballot. All parents will be able to vote.

**Name of Person Nominated** (Please Print): \_\_\_\_\_  
(your name if you wish to stand yourself or the name of the person you want to nominate)

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Telephone No : \_\_\_\_\_

Work Telephone No : \_\_\_\_\_

Mobile Telephone Number: \_\_\_\_\_  
(Address and phone details above should be for the person nominated)

Email Address : \_\_\_\_\_

Name of child or children and Class/Tutor Group(s) of the person being nominated:

\_\_\_\_\_

Name and signature of person making the nomination if different **Nominated parents and proposers must have a child or children currently at this school**

Name : \_\_\_\_\_ Signature : \_\_\_\_\_  
(of person making nomination if not person standing for election)

I would like to become a parent governor. I have read the reasons for disqualification on the back of this form and confirm that none of these apply to me. I understand that if appointed I will be required to provide proof of identity and submit to a pre-appointment check.

I understand that if more people are nominated than there are vacancies an election will be held I will be asked to prepare a short written statement of **150 words** about myself, my experience and my reasons for wanting to become a governor.

Signature : \_\_\_\_\_ Date : \_\_\_\_\_  
(of person nominated)