



St Michael and St Martin Catholic Primary School

Belgrave Road, Hounslow, Middlesex TW4 7AG

Headteacher : Mrs N Duggan

Deputy Headteacher : Mrs S Bell

Joint Chair of Governors : Mr Remmie Antao and Mr Tom White



Learning our faith, Living our faith, Loving our faith

14th January 2026

Dear Parent / Carers

Re : Parent Governor Vacancy

I am writing to let you know that there is **one** vacancy for a parent governor 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 all 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 are interested in becoming a parent governor, please complete the nomination form and disqualification declaration and return it to the school by **Wednesday 28th January 2026 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. Please note that applications received after this time on the date stated will not be considered.

If more nominations are received than there are vacancies, then an election will be held by secret ballot – ***This ballot will be an on-line ballot and will be sent out on Thursday 29th January 2026. The ballot will be open until 12 (noon) Thursday 5th February with the vote count taking place at 2pm on the same day.*** All nominated candidates will be asked to prepare a short statement saying why they would like to be a parent governor. The statements will then be circulated on the on-line ballot form.

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



Telephone number : 020 8572 9658

e-mail : office@stmichaelrc.hounslow.sch.uk

www.stmichaelandstmartin.co.uk

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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 28th January 2026 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 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)



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DISQUALIFICATION FROM MEMBERSHIP OF A GOVERNING BODY

- **I am** aged 18 or over at the date of this election or appointment;
- **I am not** the subject of a bankruptcy restriction order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989, a disqualification undertaking 17 accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- **I have not** been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement or, under section 34 of the Charities and Trustees Investment(Scotland) Act 2005 from participating in the management or control of any body;
- **I am not** included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people;
- **I am not** barred from any regulated activity relating to children;
- **I am not** subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008;
- **I am not** disqualified from working with children or from registration for child-minding or providing day care;
- **I am not** disqualified from being an independent school proprietor, teacher or employee by the Secretary of State;
- **I have not**, been sentenced to 3 months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming governor;
- **I have not**, received a prison sentence of 2½ years or more in the 20 years before becoming a governor;
- **I have not**, at any time, received a prison sentence of five years or more;
- **I have not** been fined, in the five years prior to becoming a governor, for causing a nuisance or disturbance on education premises;
- **I have not** refused and will not refuse an application being made to the Disclosure and Barring Service (DBS) for a check, formerly known as CRB.

I have read the reasons for disqualification listed above and confirm that none of them apply to me. I understand that I will be required to provide proof of identity and submit to a check.

Name (Print Please) _____ Date of Birth _____

Signature _____

Date _____ School _____



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