



ST LUKE'S CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

Friday 6th September 2019

Dear Parents/Carers

Governing Body of St Luke's Church of England Aided Primary School

Mr Emeka Osaji has been a valued member of the School Governing Body for the last 4 years in the role of Parent Governor. Mr Osaji's term of office came to an end on 31st August 2019 and therefore, we are inviting nominations for the role of Parent Governor. The Governing Body is made up of the following types of Governors:

- Parent Governors
- Governors appointed by the Local Authority
- Foundation Governors appointed by St Luke's Church, PCC
- Staff Governors

The term of office for Governors is usually 4 years, although a Governor may resign his/her office at any time. The Law requires a Governing Body to meet three times during each School Year. However, most Governing Bodies meet more frequently.

The Governing Body has a range of powers and duties, including:

- Helping to establish (with the Headteacher) the aims and policies of the school, and how standards of education can be improved;
- Helping to draw up (with the Headteacher and Staff) the School Improvement Plan, and deciding how in general terms the school should be run;
- Making sure that the National Curriculum and Religious Education are taught, and that the distinctive Christian character of the school is maintained;
- Helping to decide how to spend the School's budget;
- Selecting the Headteacher;
- Appointing, promoting, supporting and disciplining other staff;
- Acting as a link between local community and the school;

If you are interested in becoming a parent governor, please complete the attached nomination form, and return it to School no later than **Friday 13th September 2019**. There is space on the form for you to include a short statement about yourself (no more than 50 words), which will be used to inform other parents about the candidates if an election is necessary. If at the end of the school day on Friday 13th September 2019 we have received only one nomination for Parent Governor, voting will not be necessary and the nominated person will be declared Governor. If more than one parent wishes to stand for Parent Governor, a ballot will need to be completed.

Safeguarding

Certain people may not be eligible for election because they are bankrupt or have been convicted of certain criminal offences. A person is also disqualified from election or appointment if they are an elected member of the LA, or if they work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in a school year at the time of election or appointment. If you require further information on the above, please contact the Governor Support Team, telephone 01902 203998. Advice will be given in the strictest confidence. In addition to this, St Luke's CE Aided Primary School requires that all Governors are List 99 and DBS (Disclosure and Barring Service) checked in order to safeguard the children in our school. Should you have any other queries regarding this election process please do not hesitate to contact myself or the Chair of Governors.

Yours sincerely,

Mrs V Davis
Chair of Governors

Mrs A Grennan
Headteacher



NOMINATION FORM – ELECTION OF PARENT GOVERNOR

Parents/Carers Name

Child's Name

Home Address

I wish to nominate myself as a Parent Governor of **St Luke's Church of England Aided Primary School** for the period of 4 years from September 2019.

I confirm that I am fully supportive of the Christian character of the School, and that I am not disqualified from serving as a Governor because of bankruptcy, a criminal record, or because I am an elected member of the Wolverhampton local authority, or because I work for the school for more than 500 hours per school year.

Signed:

Date:

PERSONAL STATEMENT *Please give a brief explanation of your reasons for wanting to be a Parent Governor. Please note that this will be shared with all parents if there is a Parent Governor Election.*