



Notre Dame Catholic College

Candidate Information

Parent Governor

Voluntary (Fixed 4-Year Term)



'Opening Hearts, Minds and Doors'



Letter from our Headteacher

Dear Parent,

ELECTION OF A PARENT GOVERNOR

I write to invite nominations from parents to fill a vacancy for Parent Governor on our Governing Body.

Nominations should be made using the Nomination Form on page 11 of this Candidate Information pack or using the online form by clicking [here](#); this can be by self-nomination or third party nomination (with the prior consent of the nominee) and submitted to the school no later than, 10.00 am on Friday 24th January 2022.

The successful candidate will become a full member of the Governing Body and serve for 4 years with effect from 7th February 2022.

Eligibility

To be eligible for election, your child must be a registered pupil of Notre Dame Catholic College when the election takes place. Full details of the election procedure and nomination form are enclosed in this pack.

The role of Parent Governor in an effective Governing Body

Effective governing bodies comprise of members with a wide range of expertise and experiences. These might include analysing performance data, in budgeting and driving financial efficiency, and in performance management and employment issues.

The role of Parent Governor is primarily to provide a parent's insight into discussions, policy and performance review and decision-making processes. However, any additional expertise or experience in the areas listed above would be an advantage.

Commitment and Skills Required

All governors need a strong commitment to the role and to improving outcomes for all children, the inquisitiveness to question and analyse, and the willingness to learn. They need good inter-personal skills, appropriate levels of literacy in English and sufficient numeracy skills to understand data. Nominations would be particularly welcome from parents who are able to demonstrate these qualities.

Full Governing Board meetings are usually held once per term at 5.30pm on Thursdays but this could be changed if necessary to suit the convenience of the majority of Governors. Meetings usually last for approximately two hours. In addition to this, each governor is also asked to sit on one additional 'committee'. These also meet once per term and also convene on Thursdays but start at 5.00pm.

Safeguarding Checks

It is important that appropriate checks are made on anybody who will be working in a school to prevent unsuitable people from gaining access to children. Accordingly, new governors must agree to provide proof of identity and undergo a check in line with current advice issued by the Department for Education.

If you wish to have further information regarding being a governor, I would be pleased to answer your queries. Alternatively, you may wish to contact our Senior Clerk to Governors, Mrs Jean Wilkinson by email at wilkinsonj@notredame.liverpool.sch.uk or the School Governor Services team via telephone on 0151 233 3939 or by email at terry.brown@liverpool.gov.uk.

Yours sincerely,



Mr P Duffy

Headteacher

Notre Dame Catholic College





Role Description

Post Title:	Parent Governor
Salary:	Voluntary (non-paid)
Responsible to:	Chair of Governors
Responsible for:	The provision of a full, enriching learning experience and support for students.
Definition of Parent Governor and Eligibility	<p>1. A parent governor is a person who is elected as a member of the governing body of the school by parents of registered pupils at the school, and who has a child attending at the time of the election. “Parent” is defined in section 114 of the Education Act 1944 in the following terms:</p> <p>“Parent” in relation to any child or young person, includes a guardian and every person who has the actual custody of the child or young person.</p> <p>By this definition of a parent it is possible for a child to have more than two parents eligible to participate in an election.</p> <p>Attention is drawn to the regulations prescribing the circumstances which disqualify a person from holding office as a governor (see para 21 below).</p>
Period of Office	2. The term of office is four years unless the governing body has registered a variation to this in its Instrument of Government. Parent governors may serve out their term of office even if their child leaves the school before the end date.

Nomination Stage	<p>3. Upon receipt of resignation from a parent governor, or at the beginning of the term in which a parent governor's term of office expires, the headteacher shall send a letter to parents inviting nominations for the post. Self-nomination is the usual method.</p> <p>Statutory guidance published by the Department for Education states that governing bodies should make every effort to conduct informed parent governor elections in which the expectations and credentials of prospective candidates are made clear. The best governing bodies set out clearly in published recruitment literature:</p> <ul style="list-style-type: none"> • the core functions of the governing body and the role of a governor, and the induction and other training that will be available to new governors to help them fulfil it; • the expectations they have of governors, for example in relation to the term of office, the frequency of meetings, membership of committees and the willingness to undertake training; and • any specific skills or experience that would be desirable in a new governor, such as the willingness to learn or skills that would help the governing body improve its effectiveness and address any specific challenges it may be facing. <p>4. The closing date for nominations will be 10 school working days from the date on which letters are distributed. The actual closing date and time should be clearly stated in the letter.</p> <p>5. Candidates should also be given the opportunity to submit a personal statement which will be sent to parents if an election is required. This will enable them to set out:</p> <ul style="list-style-type: none"> • evidence of the extent to which they possess the skills and experience the governing body desires; • their commitment to undertake training to acquire or develop the skills to be an effective governor; • if seeking re-election, details of their contribution to the work of the governing body during their previous term of office; and
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	<ul style="list-style-type: none"> • how they plan to contribute to the future work of the governing body. • A limit on the length of personal statements should be agreed and adhered to.
No Election Necessary	<p>6. If the number of qualified nominees is smaller than or equal to the number of vacancies, no election is required: those nominated are declared to be governors. If there are vacancies remaining, the governing body may appoint parent governors (see paras 18/19 below).</p>
Conduct of the Election	<p>7. The governing board should appoint a non-voting Returning Officer to oversee the election process.</p> <p>8. The electoral method to be used will be ‘first past the post’. In the event of a tie, the final decision will be made by the drawing of lots.</p> <p>9. Each parent has one vote per vacancy.</p> <p>10. The headteacher shall ensure that each parent entitled to vote receives the opportunity to vote. Owing to the current pandemic, we will be conducting this election remotely, each parent entitled to vote will be allocated a ballot paper and sent the link to the online ballot form.</p> <p>11. If a ballot paper is inadvertently spoilt or deleted, the presiding/returning officer may issue a duplicate. The election is not invalidated by an individual’s failure to receive or return a ballot paper.</p>
The Count	<p>12. The count shall be conducted by the Returning Officer at the school.</p>
Post-Election	<p>13. The result of the election shall be notified by the school to all parents, the governing board and SIL Governor Services. Ballot papers should be retained for six months in case the election result is challenged.</p>
Appointment of Parent Governor	<p>14. Schools must make every reasonable effort to fill parent governor vacancies through elections. However, if insufficient parents stand for election the governing body may appoint as a parent governor:</p> <p>i) a parent of a registered pupil at the school, or if that is not possible,</p>

	<p>I) a parent of a former pupil at the school, or if that is not possible,</p> <p>II) a parent of a child of or under compulsory school age.</p> <p>15. For maintained special schools, the appointment criteria is as follows:</p> <p>i) a parent of a registered pupil at the school, or if that is not possible,</p> <p>ii) a parent of a former pupil at the school, or if that is not possible,</p> <p>III) a parent of a child of or under compulsory school age with special educational needs for which the school is approved, or if that is not possible,</p> <p>IV) a parent with experience of educating a child with special educational needs.</p>
Disqualification from becoming a Parent Governor	<p>16. A person shall be disqualified from election or appointment as a parent governor of a school if, at the time of the election, s/he:</p> <p>i) is an elected member of the Local Authority;</p> <p>ii) works 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;</p> <p>iii) refuses to undergo a Disclosure and Barring Service check, if requested.</p>
Disqualification from becoming a Governor	<p>17.Under the School Governance (Constitution and Federations) (England) (Amendment) Regulations 2014, the grounds for disqualification from being a parent governor are as follows:</p> <ul style="list-style-type: none"> • Registered pupils cannot be governors. • A governor must be aged 18 or over at the time of election or appointment. • A person cannot hold more than one governor post at the same school at the same time. • A person is disqualified from being a parent governor if they are an elected member of the LA or paid to 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 any consecutive twelve month period (at the time of election or appointment).

- A person is disqualified from being a governor of a particular school if they have failed to attend the meetings of the governing body of that school for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing body. A foundation, local authority, co-opted or partnership governor at the school who is disqualified for failing to attend meetings is only disqualified from being a governor of any category at the school during the twelve-month period starting on the date on which they were disqualified.
- A person is disqualified from holding or continuing to hold office if that person:
- is the subject of a bankruptcy restrictions order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been sequestered 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 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)
- has been removed from the office of charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body
- has been removed from office an elected governor within the last five years
- is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people

	<ul style="list-style-type: none"> • is barred from any regulated activity relating to children • is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 • is disqualified from working with children or from registering for childminding or providing day care • is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State • subject to certain exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor • subject to certain exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of two and a half years or more in the 20 years before becoming a governor • subject to certain exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more • has been convicted and fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor
Checks on New Governors	18. All governors, in whatever kind of school - maintained, independent, academy or free school - must have an Enhanced DBS certificate. New governors must apply for this within 21 days.
<p>For further information please contact School Governor Services Tel: 0151 233 3939 email: terry.brown@si.liverpool.gov.uk or dave.cadwallader@si.liverpool.gov.uk</p>	



Timetable of Election

<u>Date</u>	<u>Stage in Procedure</u>
Monday, 24th January 2022 at 10.00 am	Nominations to be received at the school marked " For the attention of Mr P Duffy, Headteacher ".
Wednesday, 26th January 2022	Ballot papers will be sent to all parents if an election is necessary (only if the number of nominations is greater than the number of vacancies)
From - Thursday, 27th January 2022 at 10.00 am To – Thursday, 3rd February at 10.00 am	Ballot boxes will be available at the school at the Main Reception and the Student Services Desk
Thursday, 3rd February 2022 at 3.00 pm	Last date for proxy votes to be received at the school marked " For the attention of Mr P Duffy, Headteacher ".
Friday, 4th February 2022 at 9.00 am	Votes will be counted at approximately 9.00 am, the Returning Officers being Mr P Duffy, Headteacher and Ms C Rowlands, Chair of Governors
Monday, 7th February 2022	The successful nominee will be declared Parent Governor until 6 th February 2026 (Governors may resign during their term of office if they wish to do so)
Wednesday, 9th February 2022	Unsuccessful nominees will be notified and thanked for their interest
Friday, 11th February 2022	All parents will be notified of the result of the election
TBA	First business meeting in Notre Dame Catholic College to be advised.



Notre Dame Catholic College

Election of Parent Governor(s) – Nomination Form

This form can also be completed online by clicking [here](#)

Name	First Name(s)	Surname
Name to be entered on ballot paper (if different from above)		
Address		
Name(s) of child/children attending the school	Name(s)	School Year

Statement in support of your application for election as Parent Governor (*not to exceed 300 words*)

DECLARATION

Governance legislation provides grounds for disqualification from being a parent governor as follows:

- Registered pupils cannot be governors.
- A governor must be aged 18 or over at the time of election or appointment.
- A person cannot hold more than one governor post at the same school at the same time.
- A person is disqualified from being a parent governor if they are an elected member of the LA or paid to 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 any consecutive twelve-month period at the time of election or appointment.
- A person is disqualified from being a governor of a particular school if they have failed to attend the meetings of the governing body of that school for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing body. A foundation, local authority, co-opted or partnership governor at the school who is disqualified for failing to attend meetings is only disqualified from being a governor of any category at the school during the twelve-month period starting on the date on which they were disqualified.
- A person is disqualified from holding or continuing to hold office if that person:
 - is the subject of a bankruptcy restrictions 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 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)
 - has been removed from the office of charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body
 - has been removed from office as an elected governor within the last five years.
 - is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
 - is barred from any regulated activity relating to children
 - is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008
 - is disqualified from working with children or from registering for childminding or providing day care
 - is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State

- subject to exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor
- subject to exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of two and a half years or more in the 20 years before becoming a governor
- subject to exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more
- has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years prior to or since appointment or election as a governor
- refuses a request by the clerk to make an application to the Disclosure and Barring Service for a criminal records certificate.

I have read the above grounds for disqualification from membership of a governing body and I declare that I am not disqualified on any of these grounds.

Signature

Date



Notre Dame Catholic College