



Friday 9<sup>th</sup> September 2016

Dear Parents

The Governing Body is responsible for both the conduct of the school and for promoting high standards. The Governing Body carries out its role by setting the vision for the school and then ensuring that the school works efficiently and effectively towards achieving its vision. It does this by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school, and by ensuring accountability and compliance.

The Governing Body of our school is made up of Foundation Governors, Parent Governors, the Head Teacher, a Staff Governor, Associate Members and a Local Authority Governor.

**A vacancy has arisen for a Parent Governor and our Governing Body encourage expressions of interest from those who may wish to stand for election.** Any parent or guardian of a child currently registered at the school is eligible to stand and we operate a process of self nomination. If your child leaves the school you may either choose to resign or remain as a Governor until the end of your term of office.

If you would like to nominate yourself please complete the attached Nomination Form and return it to school by **Friday 23<sup>rd</sup> September 2016.**

**If I receive more than two nominations a ballot will be arranged, to take place between Wednesday 28th September and Wednesday 5th October. The count will take place in the school at 9.30 am on Thursday 6<sup>th</sup> October,** candidates or their representative will be welcome to attend the count.

Each person standing for election should prepare a short personal statement of why they wish to stand for election. These statements will be circulated to parents with the ballot papers, if required. Nomination forms and personal statements should be typed or handwritten in block capitals.

**The Federation of St Joseph's Catholic Junior, Infant & Nursery School is committed to safeguarding and promoting the welfare of our children and young people and expect all staff and volunteers to share this commitment. We follow Safer Recruitment practices which include, but are not limited to applying for enhanced DBS checks on all newly appointed Governors.**

Before you decide to stand for election, you may want to know a bit more about what is involved. Governors need not be experts in the field of education but should have an interest in the school and in the welfare of our children and the time and willingness to get involved. The skills and experience you have can be very useful to the Governing Body.

Governors also need 'soft skills' – the ability to build relationships with a range of people, to work as part of a team, to question, and to make connections between different types of information.



All governors are expected to be able to read straightforward budget reports and data on school standards.

Our Governing Body expects Governors to:

- attend one termly meeting of the full Governing Body
- sit on two sub-committees and attend the meetings which are usually once a term for each committee
- visit the school formally for monitoring purposes at least once a term
- visit the school informally at least twice a year
- have the capacity and willingness to commit to Continuing Professional Development (CPD) training to develop their skills as Governors;
- perform additional research as required and take part in monitoring at least one area within the school

In return, our Governing Body commits to

- provide you with a structured induction
- provide access to quality training
- provide you with an experienced governor as mentor
- provide informal feedback on your contribution to the Governing Body on a bi-annual basis

Please do not hesitate to contact myself, or Mrs Kate Guest (Chair of Governors), should you require any additional information prior to making a decision to stand. Mrs Guest can be contacted via the Infant office on 020 8653 7195 or email [office@st-josephs-jun.croydon.sch.uk](mailto:office@st-josephs-jun.croydon.sch.uk)

Thank you for your consideration of this important role within our school community.

Yours sincerely

Mrs T Lawlor ( Headteacher)  
On behalf of the Governing Body



**PARENT GOVERNOR NOMINATION FORM – SEPTEMBER 2016**

**To be completed and returned to the Headteacher by 12 noon on Friday 23<sup>rd</sup> September.**

I wish to stand for election as a Parent Governor at The Federation of St Joseph's Catholic Junior, Infant and Nursery Schools. My child attends this school.

Parent's Name:

Child's Name & Class:

Address:

Telephone:

Email:

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**Personal Statement**

Please provide a brief biography and election statement, which should not exceed half an A4 page. This statement will be issued to parents with ballot papers if required. Your contact details above will be removed before sharing the statement.

Candidate's name : .....  
(PLEASE PRINT CLEARLY)

Signed: .....

Date: .....