



Dear Parent/Carer,

RE: Parent Governor Vacancy

The College Corporation (Governing Body) seeks nominations from the parents/carers of its students to serve on the Governing Body (Board). There is a vacancy for the role of Parent Governor as Salima Elzouki's Term of Office ended recently. Salima has done a commendable job over the last three years but is not eligible to stand again. I am therefore seeking nominations from parents/carers to fill the vacancy for the next 2 to 3 years.

All parents / carers of students at the College are entitled, and encouraged, to stand as a candidate. The parent Governor plays an important role and brings a different perspective to the Board; you do not need any specialist skills to be a Parent Governor, only an interest in what is going on and the will to contribute to the Corporation and to the College. The appointment is by election if more than one candidate comes forward and will last for two to three years. Parents and carers of all students currently enrolled at the College are entitled to vote in any election, which may become necessary, with **one** vote per student family.

Parent Governors are full members of the Board and are bound by the same requirements as other Governors but, you will receive an induction! Please see overleaf for more information; you will also be required to complete a Declaration of Interests form; confirm that you are Eligible to Serve, in line with charity legislation; be bound by the Governors' Code of Conduct and complete a Skills Audit document.

Please find attached a slip to complete if you wish express an interest in becoming the Parent Governor. There is also a template to write a short personal statement – this is optional at this stage. Please complete the form and return it addressed to the Clerk to the Corporation by: **16:00 on Thursday 19th December.**

If you require any further information to help you in considering whether to stand, please feel free to contact me in College (details below). I do hope you will give serious consideration to expressing an interest/applying for this important role.

Thank you

M.Shillito

Mark Shillito - Clerk to the Corporation

m.shillito@notredamecoll.ac.uk

Tel: 0113 2946644



Application Guidance

Should there be only one nomination, that person will go forward for appointment by the Corporation as Parent Governor. In the event of more than one nomination, ***the candidates will be asked to prepare a short Personal Statement*** and a ballot of all parents/carers will be held to select the Parent Governor. (You may submit your Personal Statement with your nomination form).

What is the Board?

The Board consists of 19 governors in total, this includes Parent, Staff, Students, the Principal, 2 co-opted Governors plus 11 Foundation Governors appointed by the Bishop.

What is the Time Commitment?

The Board meets approximately 4 times a year; meetings take place on a Wednesday evening at 17:00 and last for approximately 2.5 hours. There are also a number of Committees, which serve the Corporation (Audit, Finance & Physical Resources, Curriculum & Standards and Human Resources). You may be asked to serve on one of these Committees, which one will depend on your skills, knowledge and experience. Committees usually meet approximately four times each year.

Who Can Be a Parent Governor?

Governors share in the important job of the running of the College. No special requirements or qualifications are needed, other than a commitment to Notre Dame and its community, and no parent/carer should feel deterred from putting himself or herself forward for election.

The Role of a Parent Governor

Parent Governors have the same responsibilities as all other Governors. The essential role is to participate in the governance of the College and to share collective responsibility with fellow Governors for decisions made in the best interests of the College. It is crucial to remember you will not be required to seek the view of all parents, but are free to act in accordance with your own conscience and in the interests of the students as you see them. The Parent Governor also brings a different perspective to the Board, which can help in several ways. This includes:

- Contributing to discussions by outlining the possible effect of any proposal on students' learning or wellbeing, and drawing attention to the possible effect of a proposal on parents.
- Developing mutual understanding by reporting and explaining the reasons for the Board's decision to parents.
- Focusing on important issues by bringing the opinions of parents to the attention of the Board and helping to keep the learner at the heart of discussions by the Board.



**Parent Governor
Term of Office from October/December 2019**

Expression of Interest

**Please complete and return to the College Office, addressed to
the Clerk to the Corporation by: 16:00 on Thursday 19th December 2019**

Name of Parent/Carer Nominated: _____

I am the Parent/Carer of (student): _____ **Tutor Group:** _____

Please provide your address and contact details:

Address including postcode:

Tel: _____

E-mail: _____

Signature: _____

Date: _____



Notre Dame

CATHOLIC SIXTH FORM COLLEGE

Personal statement by nominee (*maximum 250 words*):