

13th May 2026

Dear Parents/Carers

School Governing Board – Election of Parent Governor

I am writing to invite nominations for the vacancy of Parent Governor at our school and to explain in more detail about what the role involves.

The Role of Governors

The role of Governors is of vital importance to our school. They are responsible for the strategic direction of the school and make long term decisions about the progress and development of the school. Governors help to appoint the senior staff, they make decisions about the school's budget, they decide on policies for every aspect of the school and they set targets for pupil achievement and attendance. Governors ensure that the school provides the highest standard of education for every child. More detail can be found in the enclosed document.

The skills and qualities needed by Governors

The Governing Board have a wide range of backgrounds including higher education, engineering, nursing, finance and human resources. A profile of each Governor can be read on our website by following <http://www.st-pauls.org.uk/about-the-school/governors>

Time Commitment

Meetings of the full Governing Board are held once a term between 6.30pm and 8.30pm. Committees meet four times a year. Full training for the role is provided. You will need to spend time reading documents in preparation for meetings. Governor appointments are for a period of four years.

The composition of the Governing Board

Our Governing Board is made up of:
8 Foundation Governors
1 Local Authority Governor
3 Parent Governors
1 Staff Governor
Headteacher

Headteacher:
Jo-Anne Hoarty

St Paul's Catholic School
Phoenix Drive
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Telephone
01908 669 735

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Eligibility

All parents of children at St. Paul's are eligible to stand as a Parent Governor. There are a number of circumstances in which an individual is disqualified from being a Governor, which include bankruptcy and criminal conviction. A full list of circumstances is enclosed with this letter. All newly appointed or elected Governors will be checked against list 99, which details those people who are prohibited from working with children and young people. Proof of identity will be required.

The Process

As the parent, carer or other person with parental responsibility for a student at this school you have the right to both propose candidates and stand as a candidate yourself.

If you decide to put yourself forward for the Parent Governor vacancy you will need to find two other parents/carers willing to propose and second your nomination. You will need to ask them to complete and sign the attached form.

If more parents want to become Governors than there are vacancies, a ballot will be held. Ballot papers and details of the election process will be sent to all parents and carers eligible to vote.

If you put yourself forward and no ballot is necessary, you will be elected unopposed from the day after the deadline for nominations passes.

You are invited to provide a statement to support your nomination as a Parent Governor to not exceed 200 words. If a ballot is held this statement will be included on the ballot paper to help other parents decide who to vote for.

If you are elected as a Governor, your term of office will normally be four years. You can resign at any time. If your child leaves the school, you can continue as a Governor until the end of your term of office.

I enclose a form for use in nominating Parent Governors, which parents might find useful. An electronic copy is available on our website. Please return the form, including the 200 word personal statement, to the school addressed to the Headteacher by Wednesday 3rd June at 9am.

If you are interested in standing as a Parent Governor, then you are welcome to discuss the role and the commitment you would be giving to the school with me and/or the Chair of Governors prior to nomination.

Yours sincerely



Jo-Anne Hoarty

Headteacher

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