



St Francis Catholic Primary School
Highcliffe Road, Morley, Leeds, LS27 9LX

Telephone: -0113 3230554

Website: - www.stfrancismorley.org.uk

Headteacher: - Mrs R Harrison B'Ed, NPQH

Dear Parents

We currently have vacancies for one Parent Governor. Being a Governor is an important role in the life of the school as Governors work with the Headteacher in setting the overall direction of the school. They are involved in important decisions about staff appointments, the budget of the school, and expenditure on the premises of the school. They discuss student achievement and support and take an interest in the ways the school is continuing to maintain high standards. They support the Headteacher and School Leadership Team as they lead the school.

Full details of the process and how to apply can be found below.

If you are interested in becoming a Parent Governor but feel daunted by the responsibility you may be taking on, remember that full training will be available, and you will always act as part of a team. No particular experience or qualifications are required. Your role would be as a typical parent bringing a parent's perspective to the running of the Governing Body and the school.

If you become a Governor you will be taking on the following commitments to help make sure the school is well managed:

- Share the responsibilities of the Governing Body as summarised above.
- Attend and participate in meetings on a regular basis – Governors attend five Full Governing Body meetings annually and are normally a member of two committees which usually meet about 3 times a year each. Meetings normally last no longer than two hours.
- Undergo appropriate training.
- You may also be invited to sit on other panels.

You will be required to sign the Governing Body's code of practice and to apply for a DBS enhanced disclosure.



If you interested, please read the section at the end of this letter which explains the process for appointing Parent Governors.

The nomination period will open on Monday 20th September and close on Friday 1st October. If you would like to know more about the role of a Parent Governor or the appointment process, you are welcome to send an email to office@stfrancismorley.org.uk or speak to a serving Governor at the school.

Yours sincerely

Mrs R Harrison

Process for Selection and Appointment of Parent Governors

- 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 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; this should not exceed 100 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 want to put yourself forward, please inform the school office by emailing office@stfrancismorley.org.uk before Friday 1st October 2021. Please also email your supporting statement, if you choose to write one.
- If you are elected as a Governor your term of office will normally be 4 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.
- If you are elected, you will be asked to apply for a Disclosure and Barring Service (DBS) enhanced disclosure.