



# ELLESMERE PORT CATHOLIC HIGH SCHOOL

*'I have come so that they may have life and have it to the full'* John 10.10

31<sup>st</sup> January 2025

Dear Parent/Carer

## PARENT GOVERNOR ELECTION

There is a vacancy for a parent governor to serve on the governing body of this school. We are very keen to encourage parents (or people with parental responsibility) of registered students to nominate themselves to fill these places.

I am writing to you to invite you to stand for election as a Parent Governor, or nominate another parent to do so. All those who have parental responsibility and are over the age of 18 are eligible to stand for election, including parents who work at the school provided that they work for less than 500 hours per year when they are elected.

The Governing Board, with the Headteacher, has overall responsibility for the running of the school. Governing Boards have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

Parent governors are elected by and from other parents and are vital to our governing body. They share equally with other governors the responsibility for carrying out the governing body's wide range of responsibilities. Governors do not run the school day to day, as their role is at the strategic or policy-making level in the school. You do not have to be an expert on education to be a school governor, nor do you need any special qualifications and the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing body's work. Training is available for all Governors and this Governing Board has an expectation that those new to being a Governor attend free induction training.

If you join our governing body, you will serve for a four year term and you can continue to the end of the four years even if your child/children leave the school. Being a governor does take up time. There are four governing body meetings each year, and governors usually serve on a committee. Most committees usually meet once each term. You will need to set aside time to be able to be an effective governor: time to prepare for meetings, for visiting the school, undertaking training and updating. To find out more about what being a governor at this school is like, you can contact Mr Aspden, Clerk to Governors, who will be very willing to answer any questions.

The enclosed sheet summarises the circumstances under which someone cannot serve as a Governor. In addition, parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in this election.

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Email: [admin@epchs.co.uk](mailto:admin@epchs.co.uk) [www.epchs.co.uk](http://www.epchs.co.uk)

Headteacher: Mrs C. Vile B.Ed. Hons NPQH NPQEL





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Nominations must be from parents or carers with children at the school on the day that nominations close.

**If you would like to stand for election, please complete the enclosed nomination form and return it to the Returning Officer at the school no later than Friday 14<sup>th</sup> February 2025.** You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted, but if you are nominating another parent please seek their prior consent.

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Yours sincerely

Mrs C Vile  
Headteacher

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## Qualifications and disqualifications to serve as a school governor

A governor must be aged 18 or over at the time of his/her election or appointment and cannot hold more than one governorship at the same school.

A person is disqualified from holding or continuing to hold office as a governor or associate member if he or she:

- is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced;
- is subject to:
  - a disqualification order or disqualification undertaking under the Company Directors Act 1986
  - a disqualification order under the Companies Directors Disqualification (Northern Ireland) Order 2002
  - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
  - an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a county court administration order);
- has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on the grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned in the management or control of anybody;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children;
- is disqualified from working with children or subject to a direction under section 142 of the Education Act 2002;
- is disqualified from working with children under sections 28,29, or 29A of the Criminal Justice and Court Services Act 2000;
- is disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care;
- is disqualified from registration under Part 3 of the Childcare Act 2006;

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- has received a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months (without the option of a fine) in the 5 years before or since becoming a governor;
- has received a prison sentence of 2½ years or more in the 20 years before becoming a governor;
- has at any time received a prison sentence of 5 years or more;
- has been convicted under section 547 of EA 1996 (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992 (nuisance or disturbance on educational premise) during the 5 years prior to or since appointment or election as a governor;
- is employed at the school for more than 500 hours per academic year if wishing to stand for parent governor at the same school;
- is an elected member of the Local Authority (applies to parent and community governors only);
- has refused a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997 for a criminal records certificate
- has been disqualified from holding office as a governor of this school due to failure to attend governing body meetings for a continuous period of six months

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