

NOTES FOR PARENTS TAKING PART IN PARENT GOVERNOR ELECTIONS

There will be no need to hold an election (i.e. no ballot will be needed) if the number of nominations received are equal to, or less than, the number of vacancies.

The composition of the governing body detailing the number of parent governors is set out in the Scheme of Delegation of St John the Baptist Catholic Multi Academy Trust, of which Notre Dame High School is a member.

Elected governors will be the subject of a vetting procedure before confirmation of their appointment.

A parent governor will have a term of office of four years. Under the 2003 School Governance Regulations, a person is disqualified from election or appointment as a parent governor of a school if they are an elected member of the Local Authority (i.e. a County Councillor) or if they work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in a school year (at the time of election or appointment).

Any governor may resign at any time during their period of office.

A parent governor does not have to resign when his/her child leaves the school, but is able to complete his/her term of office.

Parents standing as candidates in the election may not propose or second themselves.

Each parent/guardian shall be entitled to return one ballot paper irrespective of the number of children in the family attending the school.

Each parent/guardian shall be entitled to vote for as many candidates as there are vacancies in the election. No arrangement shall be made for proxy voting.

Each ballot paper must be returned by the date and time fixed by the headteacher, in a sealed envelope, addressed to the headteacher of the school, indicating it contains a ballot paper and bearing no other mark. Any ballot papers received that are not in sealed envelopes will be invalid. The ballot papers will remain unopened in a secure place until the count commences.

All candidates or their representatives will be invited to attend the counting of the ballot papers.

A notice of the result of the election will be posted on the school website for a period of 14 school days from the "date of the election". During this period any candidate, proposer or seconder of a candidate, or any ten parents may object to the result of the election.

Being a Governor at Notre Dame

At Notre Dame, Governors are invited to attend four Full meetings of the Governing Body during the school year, held on weekdays normally from 9:00 am to Midday, and to sit on one or more (usually two) committees which meet twice a year (starting at 4.30pm and lasting an average of 2 hours).

There are three Governors Committees:

- i. Resources Committee (covering finance, premises and staffing)
- ii. Teaching, Learning and Standards Committee
- iii. Pastoral and Admissions Committee

In addition, many Governors work across one of the areas of school life (for instance, progress, Sixth Form, health and safety, safeguarding, behaviour etc).

Governors are expected to undertake appropriate training for the role (which is funded by the school), for example Governance Now training and Safeguarding training, and take part in panels overseeing staffing appointments, consideration of permanent exclusions and hearing of any complaints received.

Committee and Full Governing Body meetings are conducted in a friendly atmosphere and new and inexperienced governors rapidly feel at home. The school utilises the full training package offered by Educator Solutions.