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Executive
Headteacher
Clare McFlynn

Head of School
Angela Noronha

16th September 2021

Dear Parent/Carer,

Parent Governor Elections

I am writing to advise you that a vacancy for appointment to a Parent Governor has arisen on the Governing Body of St. Joseph's Catholic Primary School & Nursery. There are twelve governors in total, two of whom are parent governors.

At St Joseph's we are fortunate to have on our governing body an extremely hard working and dedicated governing body who challenge the Senior Leadership Team to continually improve the school. The Governing Body's main tasks are to ensure that pupils receive high quality education, to plan for future development and improvement, and to support the school. Whilst specialist knowledge or relevant experience is useful, common sense and willingness to give time are key requisites.

Parent Governors are welcomed as valued members of the team and play a vital role on the Governing Body. We feel sure that there are parents prepared to take on this important role and give their time and commitment to helping us to make St Joseph's Catholic Primary School & Nursery the best that it can be.

Anyone who has parental responsibility for a pupil on the school roll at the time of the election can stand for election; may nominate someone for election; and may vote in the election. Parents who work at the School for 500 hours per year or are elected members of Islington Council, are NOT eligible to be parent governors, but are eligible to vote in the parent governor elections.

Before you decide to nominate someone, or indeed stand yourself, you may want to know a bit more about what is involved. Governors need not be experts in the field of education. What they do need is an interest in the school and in the welfare of our children and the time and willingness to get involved. The skills you have can be very useful to the governing body. If you are someone with the required experience, would you consider applying?

Governors also need what is known as 'soft skills' – the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to question, and to make connections between different types of information. All governors are expected to be able to read straightforward budget reports and data on school standards. **You will be expected to, undergo a Disclosure and Barring Service (DBS) check and sign a governors' Code of Conduct.**

Our governing body expects governors to

- attend termly meetings of the full governing body
- sit on committees and attend the meetings which are usually once a term
- visit the school formally for monitoring purposes at least once a term
- visit the school informally at least half termly
- commit to attend training courses

In return, our governing body commits to

- provide you with a structured induction
- provide access to quality training via GovernorHub, Diocese of Westminster and Islington Local Authority
- provide you with an experienced governor as mentor

- provide informal feedback on your contribution to the governing body on a bi-annual basis

The Governance Handbook, published by the Department for Education (DfE), sets out the core role and functions of governing bodies and information about their specific legal duties, and links to further guidance and resources for governors.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/925104/Governance_Handbook_FINAL.pdf

The CES has produced guidance which sets out the role and remit of the Diocesan Bishop and trustees, diocesan officers and governors in Catholic schools and academies. This guidance explains how Catholic education is organised and the safeguards and freedoms that are in place to protect, preserve and develop the Catholic character of our schools and academies.

<https://www.catholiceducation.org.uk/guidance-for-schools/governance/item/1003612-governance-of-a-catholic-school>


The Returns Officer, Louise Palmer, should receive all nominations by **Wednesday 29th September 2021 at 4:00 pm**. You do not need a seconder, and you can nominate yourself. Every nomination, however, must be signed by the candidate stating that s/he is willing to stand. Candidates are also asked to write a few words (50-100) about themselves and why they wish to become a governor. Candidates are unable to withdraw from the election once ballot papers have been circulated.

If there are more nominations than vacancies the election will be by secret ballot. If a ballot is necessary, voting papers will be sent to all parents together with details of the ballot procedure on Monday 4th October 26th 2021. The closing date for the return of ballot papers is Friday 15th October 2021 at 4.00 pm. They will be counted at 12.00 noon on Monday 18th October 2021 and all candidates are invited to attend. The ballot is secret; you may send or post the ballot paper back in a sealed envelope addressed to the returning officer, or drop it into the secure ballot box in the school office by Friday 15th October 2021 at 4:00 pm. The first Governor's Meeting will be on Thursday 21st October 2021 at 5 pm.

If you would like to find out more about how you can contribute to governance at our school, please email me with your contact details and I will then arrange a time for a conversation.

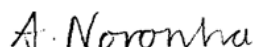
Yours sincerely

C. McFlynn



Executive Headteacher

A. Noronha



Head of School

Become a School Governor at St Joseph's Catholic Primary School & Nursery



Governors work together to carry out their core functions:

1. ensuring there is clarity of vision, ethos and strategic direction
2. holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
3. overseeing the financial performance of the organisation and making sure its money is well spent

Governors must also ensure that the governing body complies with all legal and statutory requirements. Governors should seek the advice of the clerk to the governing board and other professional advice as appropriate.

Governing body strategic responsibilities

Governing bodies work closely with headteachers and senior leaders. Headteachers are responsible for day-to-day management whereas the role of the governing body is strategic. As such, governors are responsible for:

- determining the mission, values and long-term ambitious vision for the school
- deciding the principles that guide school policies and approving key policies
- working with senior leaders to develop a strategy for achieving the vision
- ensuring that parents, pupils, staff and the wider community are involved, consulted and informed as appropriate
- ensuring that all pupils have access to a broad and balanced curriculum such that pupils are well prepared for the next stage of their education and adult life
- setting the school's budget and ensuring it is managed effectively together with premises and other resources
- agreeing the school's staffing structure and keeping it under review to ensure it supports delivery of the strategy
- ensuring robust risk management procedures are in place and that risk control measures are appropriate and effective

Monitoring and evaluating school performance

Governors must monitor the priorities that have been set to ensure progress is being made by:

- measuring the school's impact and progress towards its strategic objectives
- ensuring the required policies and procedures are in place and the school is operating effectively in line with these policies
- evaluating relevant data and feedback provided by school leaders and external reporting on all aspects of school performance
- asking challenging questions of school leaders in order to hold them to account
- holding the headteacher to account for standards, financial probity and compliance with agreed policies
- visiting the school to monitor implementation of the strategy and reporting back to the board (this could be in a link governor capacity)

- ensuring that there are policies and procedures in place to deal with complaints effectively

Panels and committees

When required, governors are expected to serve on panels or committees in order to:

- appoint the headteacher and other senior leaders
- appraise the headteacher and make pay recommendations
- hear staff grievances and disciplinary matters
- review decisions to exclude pupils
- deal with formal complaints

Contribution to the governing body

Governors should ensure that they are making a positive and meaningful contribution to the governing body by:

- attending meetings (a minimum of 3 full governing board meetings and a number of committee meetings each year), reading papers and preparing questions for senior leaders in advance
- establishing and maintaining professional relationships with senior leaders and colleagues on the board
- getting to know the school, including visiting the school occasionally during school hours
- undertaking induction training and developing knowledge and skills on an ongoing basis

Expenses

Governors should receive out of pocket expenses incurred as a result of fulfilling their role as governor and NGA recommends that a governing board should have such an expenses policy. Payments can cover incidental expenses, such as travel and dependency care, but not loss of earnings.

NOMINATION FORM



Election of a parent governor for St Joseph's Catholic Primary School & Nursery

Full name of NOMINEE (BLOCK CAPITALS):

ADDRESS and POSTCODE:

Parent of: _____

Class: _____

Full name of PROPOSER (BLOCK CAPITALS) if not proposing self:

Name: _____

Signature: _____

Parent of: _____

Class: _____

Please include a few details about yourself and the reasons why you wish to become a parent governor (between 50-100 words):

All candidates, please ensure that you have read and signed the declaration of eligibility overleaf.

THIS FORM MUST BE RETURNED TO THE SCHOOL OFFICE IN A SEALED ENVELOPE MARKED FOR THE ATTENTION OF THE RETURNS OFFICER BY WEDNESDAY 29TH SEPTEMBER 2021 AT 4.00 PM

DECLARATION OF ELIGIBILITY TO SERVE ON A SCHOOL GOVERNING BODY



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 election or appointment as a parent governor if s/he:

- is employed at the school for more than 500 hours in any 12 consecutive months;
- is an elected member of the Local Authority.

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

- is a registered pupil at the school;
- has failed to attend governing body meetings at the school without the consent of the governing body, for a continuous period of six months;
- has been disqualified for failing to attend governing body meetings at the school without the consent of the governing body, for a continuous period of six months whilst serving as a foundation, local authority, co-opted or partnership governor at the school in the last 12 months;
- has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced;
- is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- is subject to:
 - a disqualification order or disqualification undertaking under the Company Directors Disqualification 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 for which he was responsible; or to which he was privy; or to which he contributed or he facilitated by his conduct; or
- has been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children (under section 1 of the Protection of Children Act 1999);
- is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);
- is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008;

- is barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006;
- 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;
- has been convicted of any offence and 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 been convicted of any offence and received a prison sentence of two and a half years or more in the 20 years before becoming a governor;
- has been convicted of any offence at any time and received a prison sentence of 5 years or more;
- has been convicted of an offence and sentenced to a fine 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;
- 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.

Would you please confirm that you are willing and eligible to stand by signing the declaration below.

I declare that I am the parent or carer of a pupil registered at the school and I am not disqualified from serving on a school governing body. If I become disqualified I will give notice of the fact the clerk to the governing body.

I will agree to a Disclosure and Barring Service check.

Signed: _____

Date: