

**The Cardinal Wiseman Catholic School**

**Parent Governor Election**

Dear Parent(s) / Carer(s),

The Governing Board of The Cardinal Wiseman Catholic School has one vacancy for Parent Governor, whose child/children is/are **registered** pupil(s) at the school and are willing to offer the following:

- i. an understanding and promotion of the Catholic School's Aims and Identity*
- ii. time to prepare for and attend governors' meetings and other school events*
- iii. a concern for the whole school and its role in the parish and local community*
- iv. willingness to learn about developments in education from the Headteacher and staff and by attending Diocesan and LA training for governors*
- v. an understanding of the governing body's relationship with the Headteacher*
- vi. willingness to be a good team member working harmoniously with fellow governors and school staff*
- vii. an ability to maintain confidentiality in many areas of governors' work*

Parent Governors are elected for a four-year term and any expertise they can bring to our governing body will be appreciated. The Governing Board and the Diocese of Westminster are keen to recruit from all ethnic backgrounds represented in the school community. Although elected by the parent body, the parent governor is not mandated to represent their views at meetings and should be alert to the importance of advising parents to contact the Headteacher directly in those issues for which he/she has professional responsibility.

If you are interested, it may be helpful for you to know what is involved. The commitment to the role would involve you in attending meetings and undertaking training. The full Governing Board meets once a term, as do the sub-committees for: Admissions, Catholic Life, Curriculum, Resources (incorporating: Finance, HR and Premises). Governors are asked to serve on a minimum of two sub-committees. All the meetings take place on a weekday evening. Training is freely available through the Local Authority and the Diocese of Westminster and, on occasions, whole governor training takes place on site.

If you wish to nominate yourself or wish to nominate another parent, please complete and sign the enclosed Nomination Form. In addition, all nominees are invited to produce a short summary (250 words approximately) stating their reason(s) for wishing to be a Parent Governor and what they could bring to the Governing Body.

I would like to advise you that the School Governance (Constitution) (England) Regulations 2012 state that in certain circumstances a person may not hold office as a governor of a school. Please find enclosed the Qualifications and Disqualifications Criteria.

Further information about the Role of the Elected Parent Governor and the Qualifications and Disqualifications Criteria can be found in the 'Vacancies' section of the school's website ([www.wiseman.ealing.sch.uk](http://www.wiseman.ealing.sch.uk)) and on Frog in the 'Letters Home' section. Please read this information before nominating yourself or accepting a nomination. If you require any further information, you may contact the Clerk to the Governors via email to [governors@wiseman.ealing.sch.uk](mailto:governors@wiseman.ealing.sch.uk)

### **Disclosure and Barring Information**

The Criminal Records Bureau (CRB) merged with the Independent Safeguarding Authority (ISA) in December 2012 to form the *Disclosure and Barring Service (DBS)*. The 'CRB' certificate has now been replaced by a 'DBS' certificate.

School governors do not need to be routinely DBS checked but all new governors will be required to complete a Declaration Form and be subject to an Enhanced DBS check. The List is maintained by the Disclosure and Barring Service (formerly the Independent Safeguarding Authority) of individuals who are barred from working with children. It is a sensitive and confidential document and access to it is strictly limited to the individuals responsible for checking the suitability of applicants, including volunteers, working in a school environment.

Governors can only take up their duties upon the completion of the Enhanced DBS check.

***Please be advised that if there are more nominations than vacancies available, there will be an election.***

*Please return the Nomination Form and Short Summary in a closed envelope to:*

*Clerk to the Governors  
The Cardinal Wiseman Catholic School  
Greenford Road  
Greenford  
Middlesex  
UB6 9AW*

Or Email to: [governors@wiseman.ealing.sch.uk](mailto:governors@wiseman.ealing.sch.uk)

Yours sincerely,

*R Smith (Mrs)  
Clerk to the Governors*

*Enclosed: Nomination Form  
Qualifications and Disqualifications Criteria*