

October 2011

Dear Parents/Guardians

ELECTION OF PARENT GOVERNORS

Thomas More Catholic School has a vacancy on the Board of Governors for a Parent Governor. I am writing to you to explain the duties of a Parent Governor and to encourage you to stand for election.

Duties

Governors have a legal responsibility for running the school: this ranges from ensuring that all legal requirements relating to the school are met, to being the 'critical friend' to the Headteacher and staff. It is a responsible role, not to be undertaken lightly.

Governors will need to attend a Full Board Meeting once a term i.e. 3 times a year, at the school from approximately 5.30 pm – 8.00 pm. The term of office is 4 years.

In addition, Governors are asked to serve on a sub committee which also meets once every term, usually from 5.00 pm – 6.00 pm: sub committees include Finance, Health and Safety etc. It is essential that any prospective candidate could attend the minimum number of meetings i.e. 2 meetings per term

Governors must also give further support by attending functions and school activities. Most Governors attend some of the other school functions, Feast of Thomas More Day, Achievements' Evening and welcoming the new Year 7 parents.

Schedule for Elections:

Nominations must be received by **Friday 4th November 2011**, no later than 3.00 pm.

Where more than 1 nomination is received, details of candidates will be circulated to all parents and an evening will be set aside for parents to meet the prospective candidates. All candidates will be asked to provide an election statement. The election will then take place with each parent having one vote. Voting slips will have to be returned to the School Office on the date printed on the voting slip. The returning officer will be the Chair of Governors, Mr Peter McFall

Yours sincerely

Ms M Mulchrone
Headteacher

*Please return this slip to the School Office by **Friday 4th November 2011***

Nomination Slip for the position of Parent Governor

I wish to nominate (PLEASE PRINT): _____

whose child/children are in Years: _____ , for the post of Parent Governor
at Thomas More School.

Name of person (PLEASE PRINT): _____
making the nomination

Signed: _____