



Cardinal Newman Catholic Primary School

Arch Road, Hersham, Surrey KT12 4QT
Telephone: (01932) 222536
Head of School: Mr G Flower
Executive Headteacher: Mrs C Burnham



26th June 2025

Dear Parents and Carers,

PARENT GOVERNOR ELECTION

We have a vacancy for a parent governor on our local governing committee (LGC)) and we need to hold a new election. I am therefore writing to invite parents and carers with parental responsibility for registered pupils to consider standing for the role. The term of office is for 4 years, though governors are free to resign at any time.

While not involved in the operational management of the school, the LGC plays a key part in the oversight of the school on behalf of directors and the local community, mainly by asking questions and providing an external viewpoint on its work.

No special qualifications are required but to be successful in the role, you will be committed to the success of the school and willing to play an active role in the LGC work, contributing with integrity, honesty and objectivity.

You will be expected to:

- Attend six LGC meetings per year meeting, usually starting at 7.50am on a Tuesday, Wednesday or Thursday and lasting for approximately 2hrs, in person at school or via Teams meeting.
- Prepare for those meetings by reviewing papers, undertaking further reading as necessary and considering any questions or other observations they raise
- Visit the school, during the school day, at least once but usually not more than 3 times each academic year in addition to attendance at meetings, to monitor key aspects of work.
- Attend training to assist you in becoming, and staying, up to date and effective in your role. Most training is available online and held in the evenings.
- Undergo an enhanced DBS check to confirm your suitability to work with children
- Declare any business or pecuniary interests and accept that these interests together with your name, term of office as a governor, and attendance will be published on the school website.
- Commit to the Xavier code of conduct for local governors which you can view at <https://www.xavercet.org.uk/site/data/files/pdfs/hr-policies/3F08FC2C5777AD63E9A581F875E61FF2.pdf>

In return, you can look forward to: being part of a team, working collectively to ensure all children at the school receive the best quality of education and personal development we can give them; use and enhance existing skills and develop new one; and gain personal satisfaction from knowing you are making a difference for the community.

If you are interested in becoming a parent governor you are encouraged to contact the Sarah Rice, Chair of Governors, at srice@cardinalnewmanschool.co.uk to find out more about the role at this school. Sarah will also be available if you have any questions about the role on **Wednesday 2nd July** in the playground before and after school (8-8.40am and 3-3.45pm).

Nominations should be submitted on the attached nomination form to the school office (office@cardinalnewmanschool.co.uk) by 12 noon on Friday 4th July 2025 in an envelope or by email titled Parent Governor Nomination. Should your nomination be the only one received, you will automatically be elected to the LGC effective from the day following the above date. If more than one nomination is received, a ballot will be necessary, and election will be from the date following the completion of the ballot.

The timetable for the election of a Parent Governor is set out below.

Thursday 26 th June 2025	Parents' letter with nomination forms issued via Scopay
Fri 4 th July 2025, 12 noon	Last day/time for returning nominations
Monday 7 th July 2025	Ballot paper sent to parents (if election is required)
Friday 11 th July 2025	Date of count of ballot papers (if election is required).

Yours sincerely,

Sarah Rice

Parent Governor Nomination Form – Cardinal Newman Catholic Primary School

Nominees full name:

Address:

Email address:

Preferred phone number:

NOMINEE STATEMENT – This statement should be no longer than 100 words and set out your reasons for wanting to become a parent governor at the school and why you feel you will be effective in the role. – this statement will be circulated to parents if a ballot is required)

I confirm that I am 18 years of age or over and have a child who attends Cardinal Newman Catholic Primary School. I understand the requirements of being a local governor at the school and am willing to serve if elected as outlined in the invitation letter. I am willing to submit to a DBS check to confirm my suitability to work with children and also confirm that I am not disqualified from appointment for any of the reasons detailed below:

SignedDated.....

A person shall not serve as a Trustee or local governor if s/he:

- has been declared bankrupt and/or their estate has been seized from their possession for the benefit of creditors and the declaration or seizure has not been discharged, annulled or reduced; or is the subject of a bankruptcy restrictions order or an interim order.
- Is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
- ceased to be a Trustee by virtue of any provision in the Companies Act 2006, is disqualified from acting as a Trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).
- has been removed from the office of charity Trustee or Trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which s/he was responsible or to which s/he was privy, or which s/he by his/her conduct contributed to or facilitated.
- Has at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011.