



5 February 2021

Dear Parent,

### ELECTION OF PARENT GOVERNOR

We are seeking to appoint two parent governors to join our Dudley Regional Governing Body (DRGB), which has oversight of the three Dudley MAC schools of Bishop Milner Catholic College, St Chad's Catholic Primary School and St Joseph's Catholic Primary School. To be eligible for election you must be a parent of registered pupils of one of the schools at the time of the election. However, any parent who is an elected member of the local authority or employed to work at the college for more than 500 hours in any twelve consecutive months is not eligible to be a parent governor.

Our schools aim for positive and purposeful partnerships with parents, which undoubtedly bring important benefits to the pupils. The DRGBs main tasks are to support the schools, ensure that all pupils receive a high-quality education and plan for future development and improvement.

Parent governors are welcomed as valued members of the team and play a vital role in ensuring the Local Governing Board is aware of the views of stakeholders in the local community. We are confident that there are parents prepared to volunteer to take on this key role and give their time and commitment to help us continue to develop and improve the school's performance. This commitment is shown through attending three meetings a year (held virtually currently) and occasional visits during the school day for Governors monitoring visits. Attendance at school events and productions are always appreciated.

There are currently **two** vacancies for an enthusiastic and committed Parent Governor and you are therefore invited to take part in the election of two Parent Governors who will serve on the Local Governing Board for **four** years unless they resign the post in the interim.

Nomination forms (attached to this letter) should be returned to **Mrs H Parkes** and must be returned to your child's school completed no later than 12.00 noon on **Friday 12 March 2021**. Should only two nominations be received by the official closing date, the candidates will be duly elected unopposed.

In the event of there being three or more nominations an election will take place between **22 March 2021** and **26 March 2021**. Information on voting arrangements will be sent to you at a later date.

Please note that you should not participate in more nominations than there are vacancies. Each nomination requires two proposers.

Yours sincerely

Mrs H Parkes  
Returning Officer

St John Bosco Catholic Academy, Burton Road, Dudley DY1 3BY  
t 01384 889422 e [info@sjbca.co.uk](mailto:info@sjbca.co.uk) w [www.sjbca.co.uk](http://www.sjbca.co.uk)



# Dudley Regional Governing Body - Parent Governor

Governing Body for Bishop Milner Catholic College, St Chad's Catholic Primary School and St Joseph's Catholic Primary School

## Role of the Dudley Regional Governing Body (DRGB)

The DRGB is the strategic leader of the schools and has a vital role to play in making sure every child receives the best possible education. It is the DRGB's responsibility to 'conduct the school with a view to promoting high standards of educational achievement at the school'.

In all types of schools, DRGBs should have a strong focus on three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.

These functions are reflected in regulations that came into force in September 2014 and in the criteria Ofsted inspectors use to judge the effectiveness of governance in schools.

Key activities of the DRGB:

- Understand the school – pupil attainment and progress; pupil behaviour, attendance and safety and teaching quality and staff development
- Set the school's strategic direction – the vision, ethos and values; set priorities for school improvement and consider governance structure
- Commission action – agree improvement targets and strategies; agree allocation of resources and agree how to monitor and review progress
- Performance manage school leaders – appoint headteacher and support their leadership; hold school leaders to account for progress and ensure financial probity and efficiency
- Ensure DRGB is fit for purpose – clarify role and purpose; review constitution and ways of working and ensure members have the necessary skills

## Parent Governors

Parent governors are elected by other parents at the school. Any parent, or carer, of a registered pupil at the school at the time of election is eligible to stand for election as a parent governor.

Parent governors may continue to hold office until the end of their term of office even if their child leaves the school.

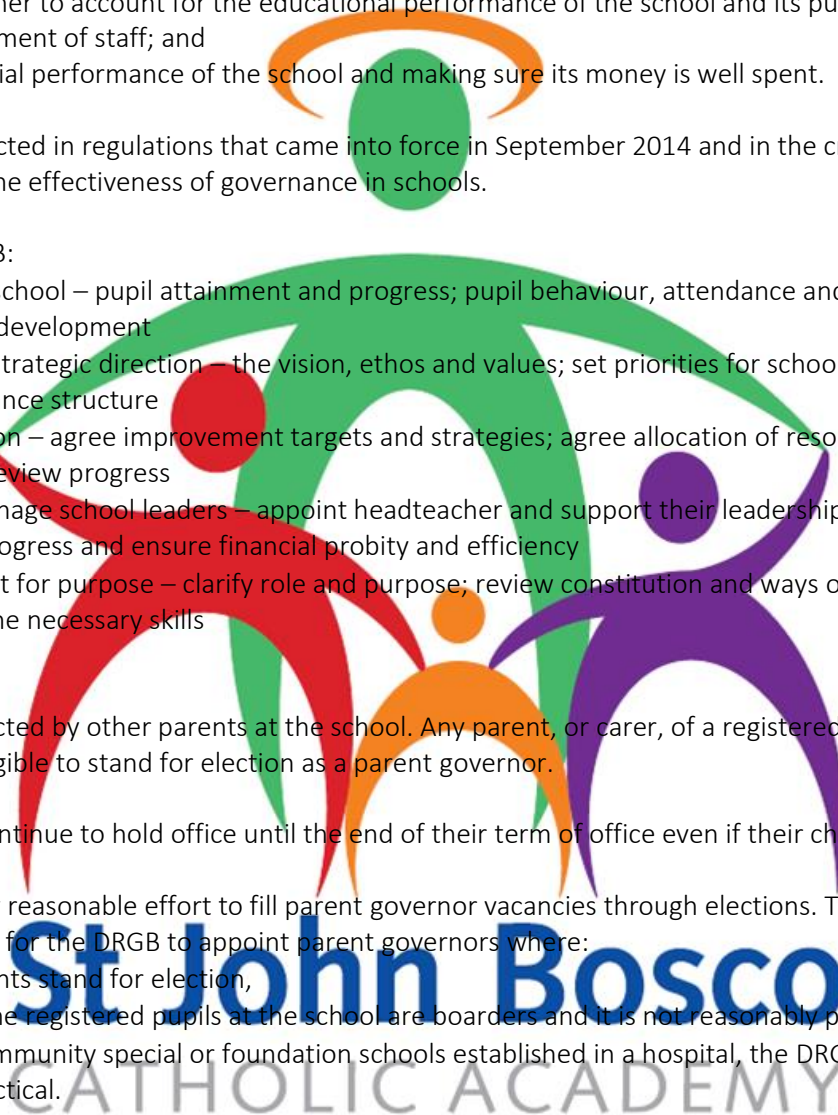
Schools must make every reasonable effort to fill parent governor vacancies through elections. The Regulations, however, make provision for the DRGB to appoint parent governors where:

- not enough parents stand for election,
- at least 50% of the registered pupils at the school are boarders and it is not reasonably practicable to elect, or
- in the case of community special or foundation schools established in a hospital, the DRGB judges that an election is impractical.

DRGBs may only appoint a parent governor who has, in their opinion, the skills to contribute to effective governance and the success of the school.

A parent governor believes that parents should have a say in matters affecting their children's education.

You should meet the relevant statutory eligibility criteria for school governors as set out in the Regulations and agree to DBS checks as required and you will have:



- an interest in all the children's futures
- a desire to make a difference
- a willingness to accept responsibility
- an ability to work in a team, ask questions, listen and learn

As a parent governor you hold the unique position of having a parental viewpoint. Through the children you will have first-hand experience of the curriculum and how the school is perceived from the consumers' point of view. You will be able to bring this perspective to the strategic management of the school.

As a parent governor you do not have to vote in a particular way because you have been pressed to do so by parents. Objectivity, however, is essential. You are not there to promote the interests of your own children but all children. Parent governors are elected by other parents and it is important to establish a rapport with the parental body that elected you, whilst continuing to maintain a strategic approach to school governance.

You are disqualified from being elected or appointed as a parent governor if you are an elected member of the local authority or are paid to work at the school for more than 500 hours in any twelve consecutive months.

#### **As an effective parent governor you:**

- help to decide the priorities for improving the school
- make yourself available to parents and listen to other parents' opinions and take account of them as you contribute to governors' decisions
- work in partnership with the headteacher, senior leadership team and cooperatively with other governors to raise standards and improve outcomes for all children
- prepare for meetings by reading papers beforehand
- take responsibility for your own learning and development as a governor including attending training
- attend full DRGB and relevant committee meetings promptly, regularly, and for the full time
- read briefings and newsletters for governors; present a balanced view of issues representing different sections of the community
- promote the interests of the school in the wider community
- be loyal to the decisions made by the DRGB
- respect the confidentiality of DRGB affairs
- never promise to 'solve a problem' on your own
- never press your own child's case at the expense of others
- declare an interest and withdraw from any meeting where you, a partner or close relative or associate stands to gain, or where you are so close to a matter discussed it is difficult to be impartial
- have regard to the broader responsibilities as a governor of a public institution in regard to promoting accountability for the actions and performance of the DRGB

#### **Time commitment**

Governors are expected to attend all full DRGB meetings.

The DRGB meets at least three times per year (once per term). In addition to meetings you will also be expected to visit the school in action.

Although you will have a good knowledge of the school through your child's experience, formal visits as a governor are an essential part of your role, particularly in relation to monitoring and evaluating.

*Note: a governor is disqualified from holding office if they fail to attend DRGB meetings without the consent of the DRGB – for a continuous period of six months, beginning with the date of the first meeting missed. In addition to meetings, you will also be expected to visit the school in action.*

*This is an essential part of your role, particularly in relation to monitoring and evaluating. Often governors are invited to attend school events such as assemblies and sports days.*

**St John Bosco**  
CATHOLIC ACADEMY

### Time off from work

Under employment law, employers must give employees who are school governors reasonable time off to carry out their duties. The employee and employer have to agree on what is reasonable. Employers may give time off with pay but do not have to do so.

### Communication and confidentiality

You have a significant part to play in raising the awareness of the role of governors amongst parents and in enhancing home-school communication in general. There are several ways you could do this which might include, for example:

- contributing to a governors' column in the parent's newsletter or a governors' page on the school website
- playing a part in drafting surveys to seek parents' views and analysing the feedback

You can also help to ensure that the DRGB keeps a clear focus on ensuring that the school provides an effective, safe and stimulating environment for all children. If, however, an issue comes to a vote, you should vote on the basis of what you consider to be in the best interests of the school.

As a parent governor you are free to report any decision in advance of publication of the minutes if you are sure that you are not breaching a confidence of the DRGB and that the information you are presenting is accurate and that it is appropriate for you to report the decision.

*Note - you would be breaching the confidence of the DRGB if you reported how individuals voted, comments made by individuals or individual discussions. When reporting on decisions taken by the DRGB you should use 'we' and not 'they' as you are part of the decision-making group. Even if you personally voted against the final decision you must support the corporate decision making process and take ownership of the outcome.*

### Term of office

You are appointed as a parent governor for a term of four years. Whatever the term of office, you do not have to stop when your child leaves the school but when your agreed term has expired. You may resign at any time by giving written notice to your Clerk of the DRGB.

Please contact Mrs H Parkes to obtain an application form or if you have any further questions.

Tel: 01384 889422

Email: [info@bmilner.dudley.ssh.uk](mailto:info@bmilner.dudley.ssh.uk)

### Completed forms to be returned to:

Bishop Milner Catholic College

Burton Road

Dudley

DY1 3BY



**St John Bosco**  
CATHOLIC ACADEMY

**NOMINATION OF PARENT(S) TO SERVE ON THE DUDLEY REGIONAL GOVERNING BODY OF BISHOP MILNER  
CATHOLIC COLLEGE, ST CHAD'S OR ST JOSEPH'S CATHOLIC PRIMARY SCHOOLS FOR 4 YEARS**

<b>Candidate Name (Block capitals)</b>	
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<b>Nominator 1 Name (Block capitals)</b>	<b>Address</b>		
<b>Parent of</b>		<b>Year(s)</b>	
<b>Signature</b>		<b>Date</b>	

<b>Nominator 2 Name (Block capitals)</b>	<b>Address</b>		
<b>Parent of</b>		<b>Year(s)</b>	
<b>Signature</b>		<b>Date</b>	

I accept the above nomination. In the event of a ballot being necessary I wish the attached information in support of my candidature (e.g. comprising not more than 100 words) to be circulated to those entitled to vote. I understand that neither the local governing body nor Returning Officer bear any responsibility for the validity of any statement made.

By signing this nomination paper I acknowledge that I understand and accept the conditions printed overleaf, agree to undertake a disclosure via the Criminal Records Bureau and accept that my appointment, if elected, will not be valid until such a disclosure has been obtained.

<b>Candidate Name (Block capitals)</b>	<b>Address</b>		
<b>Parent of</b>		<b>Year(s)</b>	
<b>Signature</b>		<b>Date</b>	

Please return to: **Mrs H Parkes c/o your child's school by no later than 12 noon, Friday 12 March 2021**

### Disqualifications

If elected to serve as a Governor, I hereby recognise and confirm that:

- i. My appointment places a statutory duty upon me to ensure that the religious character of the school is preserved and developed and that the school is conducted in accordance with the provisions of the Archdiocesan Trust Deed [Schedule 9, paragraph 2(a) and (b), School Standards and Framework Act, 1998].
- ii. My appointment requires me to comply with the provisions of Canon Law, the teachings of the Catholic Church and such determinations made by the Archbishop and his Trustees and their agent, the DES, in respect of the school or other schools situated in the Archdiocese.

Under the above regulations, I declare that I am not disqualified from serving as a school governor and that:

- i. **I am not** a registered pupil at the school.
- ii. **I am** aged 18 or over at the date of this appointment;
- iii. **I am not** an elected member of the local authority.
- iv. **I am not** paid to work at the school for more than 500 hours in any twelve consecutive months.
- v. **I have not** been removed by the local governing body of any school from the position of Parent Governor or Staff Governor at that school within the five years preceding submitting a nomination form for this position of Parent Governor.
- vi. **I am not** a bankrupt.
- vii. **I am not** subject to a disqualification order under the Company Directors Disqualification Act 1986; the Company Directors Disqualification (Northern Ireland) Order 2002 or to an order made under section 429(2)(b) of the Insolvency Act 1986;
- viii. **I have not** been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement or, 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;
- ix. **I am not** included in the list kept under section 1 of the Protection of Children Act 1999 (List 99) of those considered by the Secretary of State as unsuitable to work with children; subject to a direction of the Secretary of State under section 142 of EA 2002 (or any other disqualification, prohibition or restriction which takes effect as it contained in such a direction; barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006; disqualified from working with children under sections 28,29 or 29A of the Criminal Justice and Court Services Act 2000; disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care; or disqualified from registration under Part 3 of the Childcare Act 2006
- x. **I have not**, within the period of five years ending with the date immediately preceding the date on which the appointment is due to take effect, received a sentence of imprisonment, suspended or otherwise, for a period of not less than three months without the option of a fine;
- xi. **I have not**, in the twenty years ending with the date immediately preceding the date on which the appointment is due to take effect, been convicted of any offence and had passed on me a sentence of imprisonment for a period of not less than two and a half years;
- xii. **I have not**, at any time, had passed on me a sentence of imprisonment for a period of not less than five years;
- xiii. **I have not** been fined, in the five years prior to becoming a governor, for causing a nuisance or disturbance on education premises;

I confirm that I have read the above disqualifications and confirm that none apply.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_