



Wednesday 10th December 2025

Dear Parent/Carer,

Re: Parent Governor Elections

I am writing to you to invite you to stand for election as a Parent Governor, or nominate another parent to do so (with their permission). In our school we have provision for 2 Parent Governors and there is currently 1 vacancy,

The key purpose of the Local Governing Board is to support the school and St Benedict Catholic Academy Trust (SBCAT) in providing the best possible education and opportunities for its pupils. The Trust and the Local Governing Board have a strong commitment to putting children at the heart of all decisions. As a family of schools, our vision is to be a beacon of exceptional Catholic education.

The Local Board will work with SCBCAT and the school to:

- Set the school's values, vision and strategic aims
- Monitor and evaluate performance
- Appoint Link Governors to oversee key aspects of the school.

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the work of the Local Boards. Anyone who is eligible can stand for the Parent Governor role and training and support will be provided.

The role requires approximately 10-15 hours per school term which includes 1 or 2 meetings a term including reading and preparation, a school visit and training. Training is available for all Local Governors. Meetings may take place during the school day, early morning, or the evening and are planned in advance.

The enclosed sheet summarises the circumstances under which someone can and cannot serve as a Parent Governor. Nominations must be from parents, or individuals exercising parental responsibility, of a child at the school.

If you would like to stand for election, please complete the attached nomination form by 12pm on Monday, 01 December 2025. You may also request a hard copy of the nomination form from the school office. You will be asked to include an optional short personal statement (maximum 250 words) to support your nomination. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent.

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, more details about the ballot procedure will be sent to all parents.

Kind regards,

Mrs L Chabvuka

Headteacher

Chief Executive of St. Benedict Catholic Academy Trust: Mr. Jonathan Ronan BA (Hons), NPQEL

Parent Governor Nomination Form

Please enter in BLOCK LETTERS, the name and address of the person being nominated for election:

Name: _____

Address: _____

Signature of nominee: _____

Signature of proposer (if different to nominee): _____

Name and address of proposer (if different to nominee):

Personal Statement (maximum 250 words):

I wish to submit my nomination for the election of Parent Governor.

I confirm that I am willing to stand as a candidate for election as a Parent Governor and that I am not disqualified from holding office for any of the reasons set out in the disqualification criteria.

Signature: _____

Date: _____

Parent Governor Nomination Form

SBCAT Governor Membership Disqualification Criteria

Governors will be disqualified from holding or continuing to hold office on the following grounds:

- They are under the age of 18;
- They are currently a pupil at the academy;
- They have failed to attend two consecutive meetings;
- They are subject to a bankruptcy restrictions order or interim order; interim bankruptcy restriction order; a debt relief restrictions order; an interim debt relief restrictions order; or they have been declared bankrupt and/or their estate has been repossessed for the benefit of creditors and the declaration or seizure has not been discharged, annulled or reduced;
- They have been disqualified as a company director or failed to make a payment under a county court administration order;
- They have been disqualified as a charity trustee; found to be unsuitable by the Secretary of State; or ceases to be a trustee under any provision in the Companies Act 2006;
- They have been removed as a charity trustee on the ground of misconduct or mismanagement;
- They have been convicted of any criminal offence except for those 'spent' under the Rehabilitation of Offenders Act 1974, or those for which the maximum sentence is a fine or lesser sentence unless they have been convicted of an offence outlined in Section 178 of the Companies Act 2011. Please note the amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.
- They have not provided an enhanced Disclosure and Barring Service (DBS) check to the chair; or where they have, the chair, chief executive officer or principal or Secretary of State determines that their unsuitability to work with children renders them disqualified;
- They become incapable by reason of illness or injury of managing or administering his own affairs.
- A disqualified person must give written notice of their disqualification to the clerk whether or not they are currently in office, or due to be appointed.