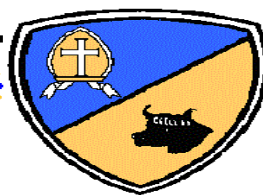


ST. LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL



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Headteacher: Mr S Hardaker e-mail enquiries@admin.saintlukes.wigan.sch.uk

11 January 2019

Dear Parents and Guardians,

Parent Governor Vacancies

We have a vacancy for a parent governor which we need to fill as soon as possible.

The Governing Body has a strategic role in the management of our school. Responsibilities of the Governing Body include:

- Setting the long term strategic goals and the vision for the school
- Ensuring high standards of achievement for every child
- Ensuring school finances are spent in the right places
- Recruiting staff, including the Headteacher

Further information about the role of a governor and the governing body can be found at the end of this letter.

Parent governors are welcomed as valued members of the team and play a vital role in ensuring the Governing Body has parental insight into decision making.

We are particularly interested in nominations from parents with experience of working with or managing finances, HR and a commitment to teaching and learning and safeguarding. The role will involve a commitment to visit and support school, as well as regular attendance at governing body meetings which usually take place on a Monday evening.

We feel sure that there are parents prepared to take on this important role and give their time and commitment to helping us to continue to improve the school's performance.

Training is available for all newly appointed Governors, and there is an expectation of the Governing Body that you will attend these induction sessions within the first year of your appointment.

Please note you will be required to undergo an enhanced criminal record check and you must not meet the disqualifying criterion that is included with this letter.

If you think you have the time, skills and expertise to join our Governing Body, please complete the nomination form attached and return to school by 12pm on Friday 25 January 2019. Nominations received after this date will not be accepted. Please provide a statement about why you would like to become a governor in no more than 300 words. The statement should include:

- Evidence of the extent to which you possess the skills and experience the Governing Body desires
- Your commitment to undertake training and participate in the development of the Governing Body
- How you plan to contribute to the work of the Governing Body

If there are more nominations than vacancies, an election will be held. All parents will be sent a voting paper with your name and statement and be asked to vote.

If you have any questions or would like an informal conversation about the role of a governor, please contact myself or Mrs Vize.

Yours sincerely,

Mr S Hardaker
Headteacher

To qualify to become a School Governor under The School Governance (Constitution) (England) Regulations 2012 you must be able to answer yes to all these statements:

1. **I am not** the subject of a bankruptcy restrictions order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced;
2. **I am not** subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989, a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
3. **I have not** been removed from the office of charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body;
4. **I am not** included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people;
5. **I am not** barred from any regulated activity relating to children;
6. **I am not** disqualified from working with children or from registering for childminding or providing day care;
7. **I am not** disqualified from being an independent school proprietor, teacher or employee by the Secretary of State;
8. **I have not** been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor;
9. **I have not** received a prison sentence of two years or more in the 20 years before becoming a governor;
10. **I have not** at any time received a prison sentence of five years or more;
11. **I have not** been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor
12. **I have not /will not** refuse a request by the clerk to make an application to the Criminal Records Bureau for a criminal records certificate.

