



# CANTONIAN HIGH SCHOOL

THE BEST FROM EACH, SUCCESS FOR ALL  
Y GORAU O BOB UN, LLWYDDIANT I BAWB

**YSGOL UWCHRADD CANTONIAN**  
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Executive Headteacher: **Mrs D Gill**  
Pennaeth Gweithredol:

Head of School: **Mr G Jones**  
Pennaeth yr Ysgol:

November 2021

Dear Parent/Carer

## PARENT GOVERNOR VACANCY

We currently have two vacancies for parent governors on the Governing Body of Cantonian High School. The purpose of this letter is to invite you to consider serving as a parent governor and to explain the role of the governing body.

### The Governing Body's Core Responsibilities:

- **Standards** – ensuring a strategic and systematic approach to promoting high standards of educational achievement, attendance and behaviour, including the rigorous review of published performance data;
- **Targets** – acting as a 'critical friend' setting targets by which progress for pupil achievement and outcomes can be measured;
- **Curriculum** – ensuring all learners have access to a broad and balanced curriculum and that all statutory requirements are met;
- **Determining the aims, policies and priorities of the school** – involvement in the School Improvement Plan, School Self Evaluation and renewal and approval of statutory policies and documents;
- **Finance** – determining and monitoring the school budget;
- **Staffing** – deciding the number of staff and involvement in all staffing processes including pay, staff appointments, performance management, suspension, disciplinary issues and dismissal, grievances;
- **Providing parents with information** – Annual Report to Parents, School Prospectus and meetings requested by parents;
- **Inspection preparation and follow up** – including producing an action plan and monitoring progress following an Estyn Inspection;
- **The wellbeing and safeguarding of learners including the promotion of Healthy Eating;**
- **Awareness of their responsibilities in equality matters and where to seek advice;**
- **Evaluation of the Governing Body's own performance as and when required.**

## Who are Parent Governors?

Parent governors are elected as representative of the interests of the parents of pupils. However, parent governors are not mandated delegates of parents. They are a member of a corporate body – the Governing Body – and have the same powers, duties and responsibilities as all other governors. Unless specifically instructed by the governing body, they have no individual powers to make decisions. Parent governors are entitled to exercise the same powers, duties and responsibilities as other governors and have the same rights as other governors. Parent governors are a distinctive category of governor and, as elected representatives, are well placed to understand the needs and points of view of parents. Parent governors are elected to serve a term of office of 4 years.

## What qualifications do School Governors need?

No special qualifications are needed to be a governor, however professional conduct is expected, as is attendance at all relevant meetings unless reasonable apologies are made and accepted by the Governing Body/Committee.

Governors are given full information on their role from the Local Authority in addition to the opportunity to attend training courses. All new governors have to complete a mandatory induction training programme. New governors and those undertaking a second term of office also have to complete mandatory training on data. Details of this will be provided by the Local Authority.

## What do I do next?

If you would like to be a parent governor you need to fill in the nomination form attached to this letter and return it to school by **3.30pm on Friday 10 December 2021**.

If more nominations are received than there are vacancies, an election will be held which would be decided by a simple majority. The timescale for any election would be as follows:

<b>Closing date for nominations:</b>	<b>Friday 10 December 2021 at 3.30pm</b>
<b>Issue of ballot papers (if election is required):</b>	<b>Friday 07 January 2022</b>
<b>Return of ballot papers:</b>	<b>Friday 21 January 2022</b>

I hope that you will consider becoming a School Governor. The governing body would welcome your involvement in their essential work to promote the achievement, wellbeing and development of all pupils at the school.

Please think about it.

Yours sincerely



MRS D GILL  
Executive Headteacher

## Who can serve as a school governor?

Anyone over 18 years of age can serve as a governor, but the Government of Maintained Schools (Wales) Regulations 2005 provides some exceptions.

*You will not be eligible to become a governor or continue to hold office as a governor if any of the following statements apply to you:*

1. I am intending to apply for an additional governor position at the school at which I am already a governor;
2. I am already a governor at two schools;
3. I am the governing body clerk at the school for which I am applying;
4. I have been disqualified to serve as a governor at the school for which I am applying during the last 12 months for non-attendance;
5. I am subject to a bankruptcy restriction order or an interim order;
6. I have had my estate sequestrated and the sequestration order has not been discharged, annulled or rescinded;
7. I am subject to:
  - i. A disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
  - ii. A disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
  - iii. A disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
  - iv. An order made under section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court Administration Order)
8. I have been removed from the office of charity trustees or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement or under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 from participating in the management or control of any body;
9. I am included in the list of people whose employment is prohibited or restricted under Section 1 of the Protection of Children Act 1999;
10. I am disqualified from working with children or am the subject of a direction by the Welsh Government under section 142 of the Education Act 2002;
11. I have been disqualified from being the proprietor of an independent school;
12. I have received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor;
13. I have received a prison sentence of two and a half years or more in the 20 years before becoming a governor;
14. I have at any time received a prison sentence of five years or more;
15. I have been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a governor;
16. I refuse a request at anytime by a governing body to make an application to the Disclosure and Barring Service for a Disclosure and Barring Certificate (DBS Check) formerly known as CRB Check.

You must inform us if you are detained under the Mental Health Act 1983 as you may be disqualified from being a governor. If you would like to discuss your eligibility further please contact Governor Support Services on 029 20873760/ 029 20872913

# CANTONIAN HIGH SCHOOL

## PARENT GOVERNOR ELECTION – NOMINATION FORM

(Please **print or type** clearly in **BLOCK capitals**)

1a. **Parent / Guardian details:**

Title: \_\_\_\_\_ Surname: \_\_\_\_\_

First Names: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

1b. I confirm that I wish to stand as a candidate for a place as a parent governor for **Cantonian High School**

1c. Signature of parent / guardian: \_\_\_\_\_ Date: \_\_\_\_\_

My child is in Form: \_\_\_\_\_

If an election is held, I would like the following information about myself to be circulated to all parents with the ballot paper (**strictly limited to 50 words maximum. Please note any submission over 50 words would be referred back to you and would delay this process**). If you do not wish to provide any information or the submission space is left blank, your name will still go forward for election without any further details.

*The data collected in this form will be used for recruitment purposes. It will be shared with the Headteacher, Clerk to Governors and Local Authority on appointment and will be processed in line with the requirements of the Data Protection Act 2018. For further information on how we process your personal data please refer to our Privacy Policy. This form will be destroyed after 6 months.*

*For further information on the School's data protection requirements please contact [dataprotection@cardiff.gov.uk](mailto:dataprotection@cardiff.gov.uk)*

**IMPORTANT:**

**This form must be returned to the Executive Headteacher by 3:30pm on Friday 10 December 2021**

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**Acknowledgement of receipt of Nomination by Executive Headteacher**

**NAME AND ADDRESS OF CANDIDATE** (to be completed by candidate)

\_\_\_\_\_

I acknowledge receipt of your nomination.

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

**Executive Headteacher** (Returning Officer)