

Tongue Lane, Leeds LS6 4QE

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Headteacher: Miss E A Cox MA MBA



9 June 2017

Dear Parents

Appointing a New Headteacher

As parents are aware, governors are in the process of appointing a new Headteacher to take the school forward to its next stage of development. They are exploring several exciting possibilities.

Rest assured that parents will be informed of developments in the coming weeks.

A Testing Time

GCSE examinations for Year 11 students continue. Internal examinations for Year 9 pupils are also in progress until Friday 16 June. All our examination candidates are being encouraged to follow a programme of revision, using the resources provided by teachers. The Year 11 Leavers' Mass will be celebrated on Tuesday 20 June at 10.00am. Parents are invited to join their children for their last Mass in school. The Year 11 Prom follows on Thursday 22 June.

School General Election 2017

Pupils at Cardinal Heenan voted in their own General Election yesterday. They took the lead in electing their own representatives and canvassing votes. Candidates awaited the results anxiously prior to the count yesterday lunchtime. The results for the 'Heenan constituency' are as follows:

Party	Number of Votes	Percentage of votes cast
Labour	498	61.9%
Green Party	81	10.1%
People's Party	76	9.5%
Conservative	70	8.7%
Liberal Democrats	52	6.5%
Unity	27	3.4%
Spoiled papers	25	

Labour, with nearly 62% of the votes polled, were therefore declared the winner in what political commentators might describe as landslide. Congratulations go to all our pupil candidates, canvassers and party workers for their professional approach to the election and their strong representation of party views and principles. Many thanks also to the pupils who organised polling in a secret ballot and the counting of votes. Special thanks to Mrs Evans and Mrs Rutherford who coordinated their efforts.

Parent Governor Election

There is a vacancy for a parent governor on our school's governing body and we would like to invite nominations to fill this vacancy. Please think about becoming a governor or encouraging others to volunteer. Parent governors are welcomed as valued members of the governor team and play an important role. The governing body works together as a group. The work would involve attending evening meetings, usually at least once every half term. Life as a governor is interesting and varied. We believe that there are parents prepared to take on this important role and give their time and commitment to helping us continue to improve the school's performance. The term of office for parent governors is four years.



The nomination process is now underway. Letters have been sent home to parents and carers today. (A copy is attached.) If you think you might be interested please feel free to contact me for an informal discussion. All nominations must be received by Monday 19 June.

Early School Closure for Pupils on Thursday 15 June

The school will close to pupils at 1.20pm on Thursday 15 June for staff training. School meals will be served earlier than usual. An early lunch will precede tutor time before dismissal. School buses will collect pupils from school at 1.20pm. Please contact school if this early close causes childcare problems. Pupils who are unable to get home may remain in school until 3.15pm. Supervision by staff will be provided but normal lessons will be suspended. The time gained by staff will be used conscientiously to plan high standards of achievement across all year groups.

Yours sincerely



E A Cox
Headteacher

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Dear Parent/Carer

There is a vacancy for a parent governor on our school's governing body and we would like to invite nominations to fill this vacancy. Please think about becoming a governor or encouraging others to volunteer. Parent governors are welcomed as valued members of the governor team and play an important role. The governing body works together as a group. The work would involve attending evening meetings, usually at least once every half term. Life as a governor is interesting and varied.

As a parent of a child at the school you are entitled to stand as a candidate and vote in any election. Eligibility criteria and a nomination form are attached. If you wish to offer yourself as a candidate to become a parent governor you should complete the forms and return them to school for my attention by **Monday 19 June**.

Parent governors can participate positively in the running of the school. The other governors will include staff representatives, local authority governors, foundation governors appointed by the Diocese of Leeds and other representatives appointed because of their skills and experience. All governors share in the important job of running the school. All governors are expected to attend full governing body meetings and the meetings of at least one committee. In order to carry out your role effectively you will also be expected to attend relevant training. Please note that elected governors will be asked to complete a self-declaration proforma to confirm that they are eligible to serve as a governor.

If the required number of nominations is received then those persons will be automatically declared as parent governors. If there are more nominations than places then a ballot of all parents will be held to select the parent governors. For this purpose nominees are invited to prepare a short statement which will be circulated with the ballot forms. Space for this is included on the nomination form. The length of the statement should not be more than 200 words. *(The Headteacher has the right to reduce any statements over and above this limit).*

If you would like more information before deciding whether to stand either contact the Headteacher at the school or the Governor Support Service on Leeds 0113 247 5564. Parent governors serve a four year term of office irrespective of whether their child leaves the school during the term of office.

Please note that you are not eligible to be a parent governor if you work at the school for more than 500 hours per year. You are also not eligible to be a governor if you fulfil any of the disqualification criteria listed on the eligibility form. *If you become a governor you are expected to sign up to the Governors' Code of Conduct.*

Please do give some thought to standing as a parent governor.

Yours sincerely

E A Cox
Headteacher



Are you eligible to be a governor?

All governors and associate members are asked to sign a self-declaration proforma to confirm that they are eligible to be a governor or associate member. Please see the list below which details when a person is not eligible to serve as a school governor as laid down by School Governance (Constitution) (England) Regulations 2003 (regulation 20 and Schedule 6). Please read these carefully. If you are happy that none of the criteria apply to you, please sign and date the form and **return it directly to the Headteacher at your school**. If you are unsure whether you are eligible or not please contact Governor Support Service on 0113 247 5564 for clarification.

People may not serve as school governors who:

- is 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 is 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)
- has 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
- is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
- is barred from any regulated activity relating to children
- is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008
- is disqualified from working with children or from registering for child-minding or providing day care
- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- has 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
- has received a prison sentence of two years or more in the 20 years before becoming a governor
- has at any time received a prison sentence of five years or more
- has 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
- refuses a request by the clerk to make an application to the Disclosure and Barring Service for a DBS certificate.

I confirm that I am eligible to be a school governor. I do not fulfil any of the above disqualification criteria.

Signature Date

Name..... Governing Body