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10 September 2026

Dear Parents/Carers

Parent Governor Vacancies

We are seeking two parent governors to join our governing body. This is a unique opportunity to use your skills, experience and perspective to help guide the strategic direction of the school and support the best possible outcomes for our pupils. As part of a dedicated team of governors, you would be expected to attend evening meetings, usually once every half term.

Eligibility criteria and a nomination form are attached. If you have any questions or would like further information about the role, please contact me at headteacher@cardinalheenan.com. Parents who wish to stand for election as a parent governor should complete the attached forms and return them to school for my attention by Friday 25 September.

Governors work together as a team and bring a wide range of perspectives and expertise, including staff representatives, local authority governors, foundation governors appointed by the Diocese of Leeds, and governors appointed for their professional skills and experience. All governors are expected to attend full governing body meetings and the meetings of at least one committee (8 meetings per year). Full training and support are provided, and governors are encouraged to take part in relevant development opportunities to help them fulfil their role effectively. 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.

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 consider this rewarding opportunity to contribute to the continued success of our school.

Yours sincerely

D Kelly
Headteacher

