

4th November 2020

To: Parents or those with parental responsibility of Registered pupils of
Our Lady Immaculate Catholic Primary School



Dear Parent,

Election of Parent Governors

I write to invite nominations from parents to fill **TWO** vacancies for Parent Governor on the Governing Body.

The successful candidates will become a full members of the Governing Body and serve for 4 years with immediate effect following election to the role.

To be eligible for election, your child must be a registered pupil of this school when the election takes place. Details of the election procedure and nomination form are available on our school website at www.oliprimary.co.uk. **Nomination forms and declarations must be received in school by 12noon Friday 13th November 2020.** Please return these to Miss Chute, Clerk to the Governing Body, via email or post. Her email address is m.chute@oliprimaryschool.co.uk, postal nominations should be sent to the school address for her attention.

There are 4 full governing body meetings held each year; 2 in the autumn term, 1 in the spring term and 1 in the summer term. These are usually held in the late afternoon or evening and are approximately 2 hours in length. In addition, all Governors are also asked to serve on a governing body committee; at present we have 2 committees;

- Finance, Resources and Safety
- Curriculum and Standards

These committees also meet termly (3 in total) for approximately 2 hours.

Governors are also required to attend training which may be delivered by the Local Authority or the Archdiocese.

It is important that appropriate checks are made on anybody who will be working in the school to prevent unsuitable people from gaining access to children. Accordingly, new governors **must** agree to provide proof of identity and undergo a check in line with current advice on safeguarding issued by the Department for Education.

If you wish to have further information regarding being a governor I am happy to answer your queries by telephone or email to m.chute@oliprimaryschool.co.uk. Alternatively, you may wish to contact the city council School Governor Services team by telephoning 233 3939 or emailing terry.brown@liverpool.gov.uk.

Yours sincerely

Marion Chute
School Business Manager
and Clerk to the Governors

Northumberland Terrace
Everton
Liverpool
L5 3QF

T: 0151 260 8957
F: 0151 260 6786
admin@oliprimaryschool.co.uk

www.oliprimary.co.uk