17th January 2025

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 a vacancy for Parent Governor on the Governing Body.

The successful candidate will become a full member 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](http://www.oliprimary.co.uk)**. Nomination forms and declarations must be received in school by 12noon Friday 31st January 2025.** 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 across the year) 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 checks 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.

Yours sincerely

Marion Chute

School Business Manager

and Clerk to the Governors