



# St. Joseph's RC High School

## Ysgol Uwchradd Gatholig Joseff Sant

Pencarn Way, Tredegar Park, Newport, S. Wales, NP10 8XH

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**Headteacher/Pennaeth:** Mrs J Jarrett BA(Hons) M.A NPQH

19 September 2023

Dear Parent/Carer

### ELECTION OF ONE PARENT GOVERNOR

We have a vacancy for **one** parent governor.

The Role of Governors has become increasingly important: ensuring that the requirements of the national curriculum are met, establish standards of behaviour, select staff, deal with budget matters and prepare and present the Annual Report to Parents. Governing Bodies are required to meet at least once a term. The frequency and time of meetings is decided by the Governing Body. If you would like to know more, please contact the school and leave your name and telephone number, I will then contact you and answer any questions you may have.

Governors are elected for a four-year term of office, but Parents may continue to serve even if their child leaves the school during that time. Training is continually available for all Governors, at no cost to the individual. All Governors, new and experienced, are expected to take advantage of any courses arranged as it is vital to keep up to date with new ideas and legislation.

Attached is an EAS Information for Prospective School Governors document.

Please be aware that every parent/carers has the right to stand for election and submit a nomination form and to vote if a ballot takes place.

If you would like to apply, you can either, complete and submit the online nomination form via this link: <https://forms.office.com/e/ypqD19V6vN> or complete the attached Nomination Form.

Remember to give a brief statement about yourself and reasons why you wish to be a governor.

This will be circulated to Parents/Carers in the event of an election. Please ensure any statement is clearly written to avoid problems when being reproduced.

Please ensure that your nomination form is returned to the school by **12 Noon on Wednesday 4<sup>th</sup> October 2023** either by:

- \* *completing* and submitting the online nomination form <https://forms.office.com/e/ypqD19V6vN>
- \* *emailing* your nomination to [hthomas@sjhs.newport.sch.uk](mailto:hthomas@sjhs.newport.sch.uk)
- \* *hand*, in a sealed envelope marked **FAO Returning Officer, Mrs B Kurzik, Parent Governor Election**, placed in the ballot box at the entrance to pupil admin.
- \* *post*, envelope marked **FAO Returning Officer Mrs B Kurzik, Parent Governor Election, St Joseph's RC High School, Pencarn Way, Tredegar Park, Newport, NP10 8XH** (please make sure you post it in time to arrive by deadline).

'Serving God Through Learning Together'

'Yn gwasanaethu Duw trwy ddysgu gyda'n gilydd'

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If nominations exceed the number of vacancies a ballot will be held. Details of the election will be sent to you if appropriate.

The name of the elected governor will be sent out via parent mail.

**Please note that if elected the appointment will be subject to a satisfactory Disclosure and Barring Services check (DBS).**

If successfully elected as a parent governor you will be invited to attend the next full governing body on **Thursday 23<sup>rd</sup> November 2023 at 5 pm.**

Yours faithfully

**Mrs B Kurzik  
CHAIR OF GOVERNORS**

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