



# ST. BERNADETTE'S

## CATHOLIC PRIMARY VOLUNTARY ACADEMY

A MEMBER OF OUR LADY OF LOURDES CATHOLIC MULTI-ACADEMY TRUST

19th September 2025

### Parent Governor Vacancy

Dear Parents/Carers,

I am writing to you regarding a Parent Governor Vacancy that has become available on our academy's Local Governing Body. I very much hope that this position may be of interest to some of our parents – please read carefully all of the information below for full details.

Please consider applying if you currently have a child or children in our school and are:

- Supportive of the Catholic ethos of our school
- Open and have an enquiring mind
- Able to listen carefully and make an informed judgement
- Able to work well with others
- Interested in education generally and our school in particular
- Keen to play a part in improving our school
- Able to attend 6 main meetings per year (each around 2 hours in length), as well as some additional meetings and occasional monitoring activities within the school day if you are able to during the school year
- Willing to undertake necessary and ongoing training.

Please see the additional information attached to this letter for further details relating to the post of governor. You do not need to be Catholic to secure a Parent Governor position. Please be aware that one term of office is a 4-year commitment, and up to a maximum of 3 terms of office, or 12 years, can be served.

Please take time to consider whether this important role is of interest to you. If you would like to discuss this further or have any questions, please feel free to contact me.

To put yourself forward for this role, please complete the attached slip as per the listed instructions; you must secure the support of two other parents from our school community and their details must be completed on your self-nomination form.

Striving for excellence in all that we do, reflecting the Light of Christ to the world

ST. BERNADETTE'S CATHOLIC PRIMARY VOLUNTARY ACADEMY

**Headteacher** Mr. M. Strong, BA Honours **Address** Anne's Crescent, Scunthorpe, North Lincolnshire DN16 2LW  
**Telephone** 01724 842382 **Email** [admin@stbernadettesacademy.com](mailto:admin@stbernadettesacademy.com) **Website** [www.stbernadettesacademy.co.uk](http://www.stbernadettesacademy.co.uk)

Our Lady of Lourdes Catholic Multi-Academy Trust. Registered Address: 1st Floor, Loxley House, Riverside Business Park, Tottle Road, Nottingham NG2 1RT. A company limited by guarantee, registered in England and Wales (Company Number: 07743523).

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Nominations should be handed in to the Academy Office in a sealed envelope marked 'Parent Governor Election'. The deadline for nominations is Monday 29th September 2025 at 3.00 p.m.

If one parent only is nominated, no voting will be required. If two or more parents are nominated, an election will need to be held. Further details on this will follow if required.

The academy is committed to safeguarding our pupils and any Governor appointments will be subject to an Enhanced Disclosure and Barring Service (DBS) Check, as well as a Section 128 Check.

Thank you for your consideration of this role in support of the academy and its work.

Yours sincerely,



Mr. M. Strong  
Headteacher

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**Parent Governor Self-Nomination Form  
(with two supporting nominators)**

In completing the information below, I am confirming my nomination for, and interest in, the post of Parent Governor at St. Bernadette's Catholic Primary Voluntary Academy.

As one of the two supporting parent nominators, I am confirming my support of the person named herewith as the nominee.

Please return the completed form to the academy in an envelope marked **Parent Governor Election** by Monday 29th September 2025 at 3.00 p.m. Thank you.

|  |      |
|--|------|
| <b>Name of Parent (Nominee for Post of Parent Governor)</b>    |      |
| Please print your name in BLOCK CAPITALS                       |      |
| Signature  | Date |
| <b>Name of First Supporting Parent (Supporting Nominator)</b>  |      |
| Please print your name in BLOCK CAPITALS                       |      |
| Signature  | Date |
| <b>Name of Second Supporting Parent (Supporting Nominator)</b> |      |
| Please print your name in BLOCK CAPITALS                       |      |
| Signature  | Date |

Dear Parent/Carer,

## PARENT GOVERNOR ELECTION: Additional Information

The term of office would be for four years.

Each Local Governing Body (LGB) of the 36 schools in the Our Lady of Lourdes Catholic Multi Academy Trust, of which our school is one, is a committee of the Trust Board and, as such, focuses on understanding how the school is being led and managed at the local level.

The LGB are the 'eyes and ears' of the Trust Board and have delegated responsibilities relating to strategy, oversight of Catholic Life and monitoring school improvement, whilst still remembering that the headteacher is responsible for the day to day running of the school.

The LGB also has responsibility for and a duty to the Bishop of Nottingham to ensure that the Catholic character of the school is preserved and developed.

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the Local Governing Body's work. Committee meetings are half-termly, usually held on Monday evenings, and last around 2 hours starting at 4.30 p.m.

Training is available for all governors and there is an expectation that those new to being a governor attend induction training, as well as having a commitment to attend other training as necessary.

Candidates at the time of appointment must be a parent, or an individual exercising parental responsibility, of a registered pupil at the school.

If there are more nominations than vacancies, the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Certain people will be ineligible to become a parent governor; the following summarises the circumstances under which someone cannot serve.

- *Candidates will not be appointed if they are employed either on a permanent or temporary basis at the school*
- *Candidates will not be appointed if they are related to a person employed in a senior position at the school (senior position is defined as Executive Head, Head Teacher, Head of School or Deputy Head)*
- *Candidates will not normally be appointed if they are related to an existing governor of the school.*
- *Candidates related to a member of the clergy connected to the school would not be appointed.*

Further ineligibility criteria would be if the candidate:

- *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 disqualified from working with children or from registering for childminding 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 (DBS) for a DBS Check.*