**Archdiocese of Birmingham**

# Our Lady of Grace Catholic Academy

# Principal: Mrs S Rathbone BA (Hons) NPQH,

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Monday 29th September

Dear Parents and Carers,

**Re: Parent Governor Election – Invitation to Nominate**

We are writing to invite nominations for the role of Parent Governor on our school’s Governing Body. This is a valuable opportunity to contribute to the strategic direction of Our Lady of Grace Catholic Academy and to help ensure the best possible education for all our children.

Our Lady of Grace is soon to be part of the St Gabriel the Archangel Multi Academy Trust but will still be overseen by a Local Governing Body.

We currently have one vacancy for a parent governor. Parent governors are elected by fellow parents and serve a four-year term. The role is open to any parent or carer with a child registered at the school on the date of the election.

Governors play a vital role in supporting and challenging the school’s leadership, helping to shape its vision and ethos, and ensuring accountability for educational and financial performance. While you will bring a parental perspective, it’s important to note that parent governors do not represent individual views or speak on behalf of the parent body.

We welcome nominations from all backgrounds and are committed to ensuring a diverse and inclusive governing body. Whether you have previous experience or are simply passionate about education and willing to learn, we encourage you to consider this rewarding role.

What’s Involved:

* Attending termly Full Governing Body meetings (usually held on Tuesday evenings, 6:00–8:00pm)
* Undertaking governor training
* Making school visits linked to areas of interest or expertise (minimum twice per year)
* Supporting Governor Panels when required
* Complying with the Governor Code of Conduct
* Contributing to areas of the School Development Plan

Eligibility:

* You must have a child currently on roll at the school.
* You must not be employed at the school for more than 500 hours per year.
* You must be willing to undergo an Enhanced DBS check within 21 days of election.
* You must not be disqualified under the statutory regulations (a summary is available upon request).

How to Nominate:

Please complete the Parent Governor Nomination Form (self-nominations are acceptable)

Deadline for submission: 9:00am on Monday 6th October 2026

If more than two nominations are received, a ballot will be held and voting papers will be circulated, including each candidate’s election statement.

If you have any questions or would like to discuss the role further, please don’t hesitate to contact me

Thank you for considering this important opportunity to support our school community.

Warm regards,

Ms S Rathbone

Headteacher

**Parent Governor Nomination Form**

Please complete all sections of this form. The completed form must be submitted by 9:00am on Monday 6th October 2025

Nominee Details

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name and Year Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Eligibility Declaration

Please confirm the following by ticking the boxes:

[ ] I am a parent/carer of a child currently on roll at Our Lady of Grace Catholic Academy.

[ ] I am not employed at the school for more than 500 hours per year.

[ ] I am willing to undergo an Enhanced DBS check within 21 days of election.

[ ] I am not disqualified under the statutory regulations (summary available upon request).

Signature

Signature of Nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate Statement

Please write a brief statement (max 250 words) outlining why you are interested in becoming a Parent Governor and what you feel you can contribute to the role:

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