

7th January 2026

Dear Parent/Carer,

PARENT GOVERNOR ELECTION

I am writing to you to invite you to stand for election as a parent governor, or nominate another parent to do so. In our school we have provision for 2 parent governors and there is currently 1 vacancy.

The governing board, with the Headteacher, has overall responsibility for the running of the school. Governing board's core strategic functions include:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

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 governing board's work.

There are three main governance committees; Personnel, Finance and Premises Committee (4 meetings per year) and Curriculum Committee (3 meetings per year). The expectation is for governors as a minimum to be a member of 1 committee.

Training is available for all governors and this governing board has an expectation that those new to being a governor attend free induction training.

The enclosed sheet summarises the circumstances under which someone cannot serve as a governor. In addition, parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in these elections. Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election please complete the enclosed nomination form and return it to the school no later than **Thursday, 22nd January 2026**. You may also include a short personal statement to support your nomination, which should be no longer than 250 words.

Self-nominations will be accepted, but if you are nominating another parent please seek their prior consent.

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.

If you have any questions regarding the process or the role of a Governor, please contact Irfan Khan, Clerk to the Governing Board at ikhan@ncc.brent.sch.uk.

Yours faithfully,



Mr. A Dunne
Returning Officer/Headteacher

NOMINATION FORM

Election of parent governors at Newman Catholic College. Please enter IN BLOCK LETTERS the name and address of the person being nominated for election:

Name:

Address:

Signature of person nominated:

Signature of proposer (if different to nominee):

Name and address in BLOCK letters of proposer (if different to nominee):

Personal Statement (maximum 250 words):

I wish to submit my nomination for the election of parent governor.

I confirm (i) that I am willing to stand as a candidate for election as a parent governor and (ii) that I am not disqualified from holding office for any of the reasons set out in the School Governance Regulations.

Signature:

Name:

Date:

Completed nomination forms must be returned to the school by **Thursday, 22nd January 2026.**

Qualifications and disqualifications to serve as a school governor

A governor must be aged 18 or over at the time of his/her election or appointment and cannot hold more than one governorship at the same school.

A person is disqualified from holding or continuing to hold office as a governor or associate member if he or she:

- is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced;
- is subject to:
 - a disqualification order or disqualification undertaking under the Company Directors Act 1986 - a disqualification order under the Companies Directors Disqualification (Northern Ireland) Order 2002
 - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
 - an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a county court administration order);
- has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on the grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned in the management or control of anybody;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children;
- is disqualified from working with children or subject to a direction under section 142 of the Education Act 2002;
- is disqualified from working with children under sections 28, 29, or 29A of the Criminal Justice and Court Services Act 2000;

- is disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care; is disqualified from registration under Part 3 of the Childcare Act 2006;
- has received a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months (without the option of a fine) in the 5 years before or since becoming a governor;
- has received a prison sentence of 2½ years or more in the 20 years before becoming a governor;
- has at any time received a prison sentence of 5 years or more;
- has been convicted under section 547 of EA 1996 (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992 (nuisance or disturbance on educational premise) during the 5 years prior to or since appointment or election as a governor;
- is employed at the school for more than 500 hours per academic year if wishing to stand for parent governor at the same school;
- is an elected member of the Local Authority (applies to parent and community governors only);
- has refused a request by the clerk to the governing board to make an application under section 113B of the Police Act 1997 for a criminal records check through the Disclosure and Barring Service (DBS)
- has been disqualified from holding office as a governor of this school due to failure to attend governing board meetings for a continuous period of six months