

20th February 2018

**To: Parents/and those with parental responsibility of
Registered Pupils of Broughton Hall Catholic High School**

Dear Parent/Carer

ELECTION OF A PARENT GOVERNOR

I write to invite nominations from parents to fill **one** vacancy for a Parent Governor on the Governing Body.

The successful candidate will become a full member of the Governing Body and serve for 4 years with effect from March 2018.

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 from the main page on the school's website www.broughtonhall.com.

Governing Body meetings of this school are usually held twice per term at 5.45 pm on a Wednesday. Meetings usually last for approximately 2½ hours.

It is important that appropriate checks are made on anybody who will be working in a school to prevent unsuitable people from gaining access to children. Accordingly, new governors must agree to provide proof of identity and undergo a DBS check in line with current advice issued by the Department for Education.

If you have any queries regarding being a Parent Governor please telephone Gina Smith, Clerk to Governors who will be pleased to answer your questions. There is further information available on the school website home page www.broughtonhall.com about being a governor. Alternatively, you may wish to contact the City Council's School Governor Services team direct on (0151) 233 3939 or email terry.brown@liverpool.gov.uk for further information on being a Parent Governor.

Yours sincerely,

**Ms S A Clarke
HEAD TEACHER**