

All Parents/Carers  
St Brendan's Catholic Sixth Form College - Bristol

Tuesday, 9 November 2021

## Parent Governor Vacancy – St Brendan's Catholic Sixth Form College – Bristol

The Instrument of Government for Saint Brendan's Catholic Sixth Form College provides for the appointment of one Parent Governor 'who is a parent of a Student attending the College, appointed by the Board of Governors after nomination and election by other parents...' The Board of Governors has determined that the term of office for this Governor shall be two years unless the Student leaves the College before the end of the period of the appointment. The Board of Governors has wide ranging responsibilities for the conduct of the College and in addition to attending evening Governors' meetings – currently remotely using MS Office Teams™ – usually once per term, each Governor also contributes to the work of one of the Governors' Committees. The duties of a College Governor are outlined overleaf.

The Board of Governors is committed to developing the needs of its aspiring Students and meeting the needs of the wider community, the views of Parent/Carers make an important contribution to these objectives. This is a challenging but exciting opportunity to play a part in the journey of St Brendan's Catholic Sixth Form College to become outstanding. There is a vacancy for one Parent Governor, to serve from December 2021 until 31 August 2023. If you are prepared to stand for election, please complete the enclosed nomination form and return it to me, in a sealed envelope, to reach me, at College or home, **not later than 9:00 hrs on Friday, 19 November 2021.**

Please note, however, that the Instrument of Government specifies that an individual is not eligible to serve as a Governor if they are bankrupt, have been sentenced to three months or more in prison during the last five years, or are employees of the College. Governors are also required to satisfactorily complete the enhanced Disclosure Barring Service [DBS] safeguarding check as required by the regulations. If more than one nomination is received, an election will be necessary. Nominees are asked to submit a brief election statement of no more than 50 words. A voting paper, including the candidates' election statements, will then be sent to all Parents/Carers. Completed voting papers must be returned to me in a sealed envelope marked 'Election', no later than the date to be notified at the time the election is announced. The counting of votes will be undertaken at the College at 16:00 hrs on that day. Each candidate, or her/his authorised representative may attend the count. All Parents/Carers will be notified of the result in due course.

If you have any queries about the procedure I will be pleased to respond to them. If I can be of advice or assistance on any point, please contact me at my address below

Yours sincerely



Peter J Harrison  
Clerk to Governors

**Clerk to Governors** Mr P J Harrison  
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**Principal** Marian Curran

Charity Number 233977



## Duties of Governors

### 1. Conduct

A Governor is expected to support the aims and objectives of St Brendan's as a Catholic College and to promote the interest of the College and its Students in the wider community. Governors have a corporate responsibility and individual Governors have no legal authority outside the meetings of the Board of Governors, nor as individuals may they make statements or express opinions on behalf of the Board of Governors or the College. Governors are expected to act in accord with the Seven Principles of Public Life set out by the Nolan Committee on Standards in Public Life. The Board of Governors has a particular responsibility for the strategic direction of the College, with the Principal being responsible for the operational management. As a Governor you will have access and be involved in confidential matters, some of which can be of a very sensitive nature. All Governors are expected to maintain a high level of confidentiality throughout their appointment.

### 2. Full Meetings of the Board of Governors

To attend most, if not all, full Governors' meetings. There are normally no more than five per year held at the College usually starting at 16:00 hrs and ending approximately 19.30 hrs.

### 3. Governors' Committee Meetings

To be a member of one of the four main committees of Governors:

- Audit Committee
- Ethos Safeguarding Welfare Committee
- Resources Premises Human Resources Committee
- Teaching Curriculum Quality Committee

Some Governors, usually the Chairs of their respective Governors' Committees may serve on the Governors' Strategy Search Remuneration Committee.

The membership are expected to attend most, if not all, of their respective Committee meetings. There are normally no more than four per year for any one Committee, and there may be fewer. The meetings, normally one per term are held at the College, lasting for between one and two hours and are at a time to suit the membership of the Committee.

### 4. Occasional Functions

Each Governor is expected to participate in and enjoy College and Student led functions. These include musical concerts, drama and theatrical events, the art exhibition, major sports events and other functions. The Staff Association has extended an invitation to Governors to attend end of term or end of year celebrations. Often this affords a chance for Governors' to show their appreciation to Staff for their work within the College. Governors are encouraged to attend the new parents' welcoming evening or the Open Evenings for new Students and their parents, subject to their availability. Governors can make an important contribution on such occasions.

### 5. Governor Expenses

There is no remuneration for being a Governor, though out of pocket expenses may be claimed for attendance on Governor business at other than scheduled meetings.

### 6. Terms of Appointment

There are 19 Governors and they serve in office for varying terms as set out below.

Governors may tender their resignation in writing to the Clerk to Governors at any time:

11 Foundation Governors	(appointed by the Bishop of Clifton)	Term: 4 years
2 Student Governors	(elected by students)	Term: 1 year
1 Parent Governor	(elected by parents/carers)	Term: 2 years
2 Staff Governors	(elected by staff)	Term: 4 years
2 Co-opted Governor	(co-opted by the Board of Governors)	Term: 4 years
1 Principal of Saint Brendan's		(Ex officio)

*continued...*



**ST BRENDAN'S**  
SIXTH FORM COLLEGE

**Faith in Learning**  
**The Board of Governors**  
St Brendan's Sixth Form College  
Brislington  
Bristol BS4 5RQ

**FORM OF PERSONAL STATEMENT**  
**PARENT/CARER GOVERNOR**

PLEASE PRINT CLEARLY  
Mr/Mrs/Ms/Miss/Other:

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

Full Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

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

I wish to stand for nomination/election as a Parent/Carer Governor of the above College, and confirm that I am the Parent/Carer of a Student currently attending the College, and that I am not disqualified from serving as a Governor of the College. I understand that appointment is subject to a satisfactory enhanced Disclosure Barring Service [DBS] certificate and that a check will be required as part of the recruitment process. Details of the Disclosure will be recorded and retained indefinitely on the National Catholic Safeguarding Advisory Service [CSAS] confidential database.

Signature of Candidate: \_\_\_\_\_

Date: \_\_\_\_\_

Personal Statement (not exceeding 50 words)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return the completed form of personal statement by the notified closing date for nominations in a sealed envelope addressed to the Clerk to Governors at the above address. In the event an election is required the statement will then be circulated to all parents with voting papers for the election of the Parent Governor.

NOTE – If the word count exceeds 50 words the personal statement will be rejected and returned to you for correction.

01/11/2021/pjh