Fairwater Road, Fairwater, Cardiff, CF5 3JR
Tel/*Ffôn*: **029 2041 5250**
E-mail/*E-bost*: **cantonianhigh@cardiff.gov.uk**
Website/*Gwefan*: **www.cantonian.org**
Headteacher/*Pennaeth*: **Mrs A Davies**

CREATING **A BRIGHTER FUTURE** FOR ALL • *CREU* ***DYFODOL MWY DISGLAIR*** */ BAWB*

October 2026

Dear Parents/Carers

PARENT GOVERNOR VACANCIES

Our school currently has three vacancies for parent governors on the Governing Body. We are writing to provide you with some information about our governing body and to invite you to consider serving as a parent governor. You do not need any specific qualifications, just a commitment to supporting the school and a willingness to learn and contribute. Parent governors are vital members of the Governing Body, bringing a parental perspective to discussions and decisions.

Our governing body consists of members of the local authority, our local and wider community, members of staff and parents/carers of children and young people in the school. We meet five times during each academic year, usually on a Thursday evening at 6pm, and our meetings usually last about an hour and a half. We also expect our governors to join one or more committees and most of these meet at least once a term too.

What do I do next?
If you would like to be a parent governor, you need to fill in the nomination form attached to this letter and return it to school by **3.30pm** on **Friday 30 October 2026**. Any nominations received after this date will not be accepted. If more nominations are received than there are vacancies, an election will be held which would be decided by a simple majority. The timescale for any election would be as follows:

Closing date for nominations	**3.30pm, Friday 30 October 2026**
Issue of ballot papers (if election is required)	**Friday 06 November 2026**
Return of ballot papers:	**3.30pm, Friday 20 November 2026**

I hope you will consider becoming a School Governor. Your contribution to this vital role plays a key part in supporting the achievement, wellbeing and development of all children and young people at the school. If you would like to find out more about the role and the level of commitment required, please do get in touch with us via email at contact@cantonian.org and we will get back to you.

Yours sincerely

MRS A DAVIES
Headteacher/Pennaeth

Who can serve as a school governor?

Anyone over 18 years of age can serve as a governor, but the Government of Maintained Schools (Wales) Regulations 2005 provides some exceptions.

You will not be eligible to become a governor or continue to hold office as a governor if any of the following statements apply to you:

1. I am intending to apply for an additional governor position at the school at which I am already a governor;
2. I am already a governor at two schools;
3. I am the governing body clerk at the school for which I am applying;
4. I have been disqualified to serve as a governor at the school for which I am applying during the last 12 months for non-attendance;
5. I am subject to a bankruptcy restriction order or an interim order;
6. I have had my estate sequestrated and the sequestration order has not been discharged, annulled or rescinded;
7. I am subject to:
    i. A disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
    ii. A disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
    iii. A disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
    iv. An order made under section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court Administration Order)
8. I have been removed from the office of charity trustees or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement or under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 from participating in the management or control of any body;
9. I am included in the list of people whose employment is prohibited or restricted under Section 1 of the Protection of Children Act 1999;
10. I am disqualified from working with children or am the subject of a direction by the Welsh Government under section 142 of the Education Act 2002;
11. I have been disqualified from being the proprietor of an independent school;
12. I have received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor;
13. I have received a prison sentence of two and a half years or more in the 20 years before becoming a governor;
14. I have at any time received a prison sentence of five years or more;
15. I have been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a governor;
16. I refuse a request at any time by a governing body to make an application to the Disclosure and Barring Service for a Disclosure and Barring Certificate (DBS Check) formerly known as CRB Check.

If you would like to discuss your eligibility further please contact Governor Support Services on 029 2087 2912 or email governor.services@cardiff.gov.uk

Cantonian High School

PARENT GOVERNOR ELECTION – NOMINATION FORM

1. Parent / Guardian details:

Full Name & Title:
Address:
Telephone:
E-Mail:

2. I confirm that I wish to stand as a candidate for a place as a parent governor for:

Name of School: Cantonian High School

3. And confirm I am eligible to do so: (please see attached list of exceptions)

Signature of parent / guardian: **Date:** **My Child is in Year:**

4. If an election is held, I would like the following information about myself to be circulated to all parents with the ballot paper (**Strictly limited to 100 words maximum. Please note any submission over 100 words would be referred back to you and would delay this process).** If you do not wish to provide any information or the submission space is left blank, your name will still go forward for election without any further details.

The data collected in this form will be used for recruitment purposes. It will be shared with the Headteacher, Clerk to Governors and Local Authority on appointment and will be processed in line with the requirements of the Data Protection Act 2018. For further information on how we process your personal data please refer to our Privacy Policy. This form will be destroyed after 6 months.

For further information on the School's data protection requirements please contact Katie England, Data Protection Officer, Room 357, County Hall, CF10 4UW,
email: SchoolsInformationManagement@cardiff.gov.uk

IMPORTANT: This form must be returned to the Headteacher by
3:30pm on Friday 30 October 2026

Internal Use Only

NAME OF CANDIDATE: _____

ELIGIBLE TO STAND FOR ELECTION: YES NO

Signed: _____ **Headteacher** (Returning Officer)

Date: _____