



Head teacher
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St. Mary's C of E (Aided) Primary School
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Friday 2nd November 2018

Dear Parent/Carer

GOVERNING BODY OF ST. MARY'S C OF E PRIMARY SCHOOL OXTED

We are seeking nominations for parents or carers to stand for election as a Parent Governor of St. Mary's C of E Primary School. The school currently has one vacancy for a Parent Governor on its Governing Body. Nominations for Parent Governor vacancies are made by parents or carers of pupils registered at the school. Parent Governors serve for a term of four years irrespective of how long their child remains as a registered pupil of the school.

Parents and carers are invited to submit nominations to the school, using the attached nomination form. Each nominee must be proposed and seconded by parents of registered pupils presently attending the school and the nominee must also be a parent or carer and signify his or her willingness to stand for election. Should there be more nominations than vacancies; a secret ballot will be held.

Please note: a person is disqualified from election or appointment as a Parent Governor of a school if they are an elected member of the Local Authority, or if they work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in a school year (at the time of election or appointment).

The attached nomination form should be printed and the completed form must be returned to the Clerk to the Governors by noon on Friday 16th November. No nominations will be accepted after that date/time. Those nominated to stand for election may enclose with their nomination form a short personal statement about themselves of not more than 100 words. Statements will be circulated to parents and carers should a ballot prove necessary. If the number of candidates exceeds the number of vacancies, a secret ballot will be held. Details of the secret ballot will be forwarded to all parents. **In the event that a ballot is necessary, the candidate receiving the most number of votes will take up their Governorship with immediate effect.**

If you are considering standing St Marys' Governors are a proactive friendly team. We work to support and enhance all aspects of pupils' learning and wellbeing in this wonderful Christian school. We are looking for a parent or carer who would enjoy becoming part of our team.

The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance.

All boards, no matter what type of schools or how many schools they govern, have three core functions:

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

At St Mary's, everyone is supported, challenged and secure in a caring Christian environment



The Parent or carer joining our team will have enthusiasm, a positive collaborative approach, understand and observe confidentiality and be a good communicator, being comfortable with data helps. They will have sufficient time that they are prepared to devote to preparing for meetings, attending meetings, training and focused visits to the school (about 1-2 hours by prior arrangement with Sarah Lewis, Head teacher).

The Governors meet as a Full Board (FGB) termly plus one budget setting meeting a year; we also meet termly in committees and each governor serves on one or more of these depending on their skills and interests. Meeting times are 7.15 pm for 7.30 for FGB (Wednesdays) and either 8am 9.15 or 4pm for the other meetings depending on people's availability.

The timetable for the election of the Parent Governors is as follows:

3rd November 2018 Letter with nomination form sent to Parents/Carers via Parent Portal/paper copy

Noon on 16th November 2018 Last day/time for returning completed nominations to Clerk

Nominations must be submitted to Catherine Mumford Clerk to the Governing Body, c/o St, Mary's Primary School by noon on 16th November. If you wish to discuss further before being nominate, our Chair of Governors Catharina Stibe Hickson would be more than happy to speak to you and answer any queries. She can be contacted via the school office.

Yours sincerely



Sarah Lewis
Headteacher

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NOMINATION FORM FOR PARENTS

St. Mary's Primary School - Parent Governor Elections

Nomination Form

Nominee

Name and Address (please print)

Name/s of child/children

Nominee's Signature

Phone number

Email address

Proposer

Name and Address (please print)

Name/s of child/children

Proposer's Signature

Secunder

Name and Address (please print)

Name/s of child/children

Secunder's Signature

Nominee's Personal Statement (not more than 100 words) (use other side if necessary)

This form should be returned to Catherine Mumford by **12pm on the 16th November 18.**

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