



Wednesday 12th September 2018

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Dear Parent / Carer

Notice of Election of Parent Governor

I am writing to invite all parents/carers to consider standing for election as a Parent Governor on the Edgbarrow Local Governing Body (LGB). There is currently one vacancy and a further one arising as the term of office of Mr Boothe will expire on 15th October 2018.

Parent Governors play an important role in ensuring that the parent viewpoint is represented in decision making. Enthusiasm and willingness to work as part of the team are far more important than any specific expertise or experience that you may feel makes others better equipped to do the job than you. The main role of the Governing Body is to provide the strategic direction for the school, to hold the Headteacher to account and to ensure that the school budget is well spent.

The skills you have could be very useful to our Governing Body. Due to the challenging climate we would welcome applicants who have experience in overseeing budgets and who can bring creative ideas for identifying new funding streams.

All parents or carers are eligible except elected members of the local authority and those who work at the school for more than 500 hours in a consecutive period of 12 months (at the time of the appointment).

Prospective nominees are advised that they will be subject to a check by the Disclosure and Barring Service. Full details of eligibility and disqualification criteria are contained in the guidance for elections and are on the school website or available in hard copy at the school Reception.

If you wish to stand, please complete a nomination form (see attached and also on the school website), have your nomination supported by another parent/carer of a student also attending the school and include a brief personal election statement (no more than 200 words) for circulation to voters. Please return it to the school marked for the attention of Celeste Moruzzi, Clerk to the Governors by **9am Friday 21st September 2018**. No nominations will be accepted after that time.

Yours faithfully

Graham Oakley
Chair of Governors

Please return form to Celeste Moruzzi, Clerk to Governors by 9am Friday 21st September 2018

What will I be letting myself in for?

Everyone is very friendly, albeit there is a serious role to play. As to time commitment, there are currently five standing Committees: Curriculum, Effective Governance, Finance/Buildings, Pastoral and Staffing each of which meet once a term for about two hours at 4pm. Normally Governors are asked to serve on two Committees.

The Local Governing Body meets on the third Wednesday after half term at 2.30pm, plus one meeting in September so four times a year, and these meetings usually end around 6.30pm. All Governors are expected to attend this meeting.

Beyond these regular meetings, Governors are asked to link up with a Department in school and visit the Head of Department at least annually to review how that Department has done and identify any issues.

There are then all sorts of other areas where you can be involved, depending on how much time you can give - for example two Governors recently assisted on the tendering process for the catering contract. (This entailed them trying out all the various menus from the bidding catering companies...)

Once elected as a new Parent Governor, Bracknell Forest offers induction training to fully explain the role of the Governor. It also offers a constantly changing programme of training sessions including Performance Management training and Education Finance training. These typically run for two hours at 7pm and are free to all Governors. A member of the School's Senior Leadership Team (SLT) will invite you into school to go through school related matters with you and introduce you to members of the SLT. Through the mentoring/ buddy scheme for new Governors a current Governor will help and guide you through the initial months.

Edgbarrow School

Nomination form for the Election of Parent Governor September 2018

1. I wish to stand for election as a Parent Governor of Edgbarrow School.

Mr / Mrs / Miss / Ms/ other _____ (full name)
of _____
_____ (full address)
Email address _____
Contact phone no _____
Parent/carer of _____ (pupil's name)
Signature of candidate _____

2. The following parent/carer of a pupil(s) attending the school supports my nomination:

Mr / Mrs / Miss / Ms/ other _____ (full name)
of _____
_____ (full address)
Parent/carer of _____ (pupil's name)
Signature of supporter _____

3. Please include (overleaf or attach) a brief personal election statement to support your nomination which in the event of a ballot will be circulated to voters (approx 200 words)

You are advised that you will be subject to a criminal records check. Full details of eligibility and disqualification criteria are contained in the guidance for parent elections which can be viewed on the school website on the Governors' page or in hard copy in Reception.

If two nominations are received, the people nominated will be appointed without a ballot. If there are more than two nominations, a secret ballot will be held. Each parent/carer will be issued with a voting paper via pupil post. If you would prefer to receive the voting paper by Royal Mail, please advise the Clerk to the Governors, Celeste Moruzzi.

The following timetable will apply:

- Last day for returning nominations – **9am Friday 21st September 2018**

If it is necessary to hold a ballot:

- Ballot paper despatched to parents and carers – **Tuesday 2nd October 2018**
- Ballot closed - **9am Thursday 11th October 2018**
- Count of ballot papers – **9am Thursday 11th October 2018**

The current list of Governors is available on the school website on the Governors' page. Any of the Governors would be happy to talk to you to answer questions regarding the role.

Please contact our Clerk to the Governors, Celeste Moruzzi, via email

Celeste.Moruzzi@edgbarrowschool.co.uk and she will put you in contact with one of them.

Edgbarrow Governors have also introduced a Governor Mentor scheme so that any newly appointed Governor has the security of knowing they can contact a named Governor for support or information for as long as they feel they need to.