



Byron Court Primary School

Spencer Road Wembley Middlesex HA0 3SF

T 020 8904 2785 E admin@byroncrt.brent.sch.uk W byroncourtschool.co.uk

Executive Headteacher Mrs Martine Clark NLE Head of School Ms Anita Samani

18th September 2018

Dear Parents/Carers,

We currently have a vacancy on our Governing Board as a result of Sanjay Kava's tenure coming to an end in July. Sanjay has been a member and subsequently the Chair of our Governing Board for several years. I know that he is keen to continue his tenure as he has gained a great deal of understanding of the role and wishes to build on this further. As such he will be standing again and you are free to nominate him as you are for any other parents that choose to stand.

The governing body, with the Executive Headteacher, has overall responsibility for the running of the school. Governing bodies have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Executive Headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

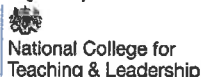
As a volunteer, we are ideally looking for someone with a strategic non-operational focus in meeting the needs of our whole school community. You would be expected to attend evening meetings, governors' training, governors' visits and full participation in line with the Board's strong school governance arrangements.

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing board's work. However, we would particularly welcome nominations from parents with excellent communication skills; who are able to think creatively; have some financial understanding and competency in ICT and are able to digest several policy and education papers. Most importantly, you must be able to commit time to the role.

Having completed an audit of our current Governing Body members and their knowledge and skill sets, we have identified some gaps that could support the school:

- representation from other ethnicities such as our Eastern European and Indian parents to ensure the fair and balanced representation of the whole schools' community;

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- a medical background; child psychology; social services;
- or a background in Human Resources.

Training is available for all governors and this governing body has an expectation that those new to being a governor attend free induction training.

The link in the nominations form provides guidance under which someone cannot serve as a governor. In addition, parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in these elections. Nominations must be from parents or carers with children at the school on the day that nominations close.

Nominations are invited for this vacant post from any parent or carer, who has children in the school. **Only parents and carers are eligible to vote.** You may nominate yourself or someone else. If the latter, please ensure that they are willing to stand. **Nominations will close at 12 noon on Friday 12th October 2018.**

Please complete the relevant slip below and write a digital personal statement, of no more than 250 words, describing who you are and why you should be considered for the role of Parent Governor. Please give the completed form to the office staff in a sealed envelope. The digital personal statement should also be sent to admin@byroncrt.brent.sch.uk marked Governor Vacancy – Confidential.

I would strongly recommend that you discuss the role in detail in advance of applying; please make an appointment with either myself or Ms Samani.

Where there are more nominations than vacant posts, there will be a ballot and parents will have the chance to vote for their preferred candidate.

Regards,

Martine Clark

Executive Headteacher

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National College for
Teaching & Leadership



STARS
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Armark
Gold Award
Provided by Armark
Central England

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Parent Governor Nomination Form

Election of Parent Governors

Please enter **IN BLOCK LETTERS** the name and address of the person being nominated for election:

Name: _____

Address: _____

Signature of person nominated: _____

Signature of proposer (if different to nominee): _____

Name and address in BLOCK letters of proposer (if different to nominee): _____



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Personal Statement (maximum 250 words) – please also send an electronic copy to admin@byroncrt.brent.sch.uk

I wish to submit my nomination for the election of parent governor

I confirm (i) that I am willing to stand as a candidate for election as a parent governor and (ii) that I am not disqualified from holding office for any of the reasons set out in the School Governance Regulations: <https://www.gov.uk/education/school-governance>.

Signature

Date:

Completed nomination forms must be returned to the school by Friday 12th October 2018 at 12.00 pm – nominations after this time will not be accepted.