



Beaumont School

Oakwood Drive St Albans Herts AL4 0XB t: 01727 854726 f: 01727 732932
www.beaumontschool.com e: admin@beaumont.herts.sch.uk
Headteacher: Elizabeth Hitch e: head@beaumont.herts.sch.uk

20 October 2016

Dear Parent

ELECTION OF PARENT GOVERNORS

The Role of Governors

The Governing Body is responsible for the strategic direction and financial performance of the school and for promoting high standards through oversight of the school's management. It carries out its role by setting the vision for the school and then ensuring that the school works efficiently and effectively towards achieving that vision. It does this by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school, and by ensuring accountability and compliance. Beaumont School's Governing Body is made up of Parent Governors, Staff Governors and Community Governors.

Vacancies

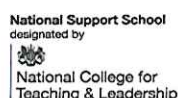
As of 30 November 2016, there will be two vacancies for Parent Governors on Beaumont School's Governing Body. The Governing Body is therefore asking parents to nominate two candidates who are parents of children registered at the school ("see overleaf for the definition of "parent"). If it receives more than two nominations, then a ballot will be held. The term of office for a Parent Governor is four years. If you are elected, you may serve the full term of office even if your child leaves the school before your term of office finishes.

Before you decide to nominate someone, or indeed stand yourself, you may want to know a bit more about what is involved. Governors need not be experts in the field of education. What they do need is an interest in the school and in the welfare of our children, and the time and willingness to get involved. The skills you have can be very useful to the Governing Body. We have identified a need for a Governor or Governors with a) premises and facilities management, and/or b) health services experience. We do, however, welcome candidates from any background – what matters most is that you have the capacity and willingness to learn and develop new skills to meet the needs of the school and Governing Body as and when they arise.

If you are someone with an enthusiasm to contribute and some time to spare, please would you consider applying. Governors do need what is known as 'soft skills' – the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to question, and to make connections between different types of information. All Governors are expected to be able to read straightforward budget reports and data on school standards.

Our Governing Body expects Governors to:

- attend five meetings of the full Governing Body each academic year – these meetings are usually held at 6.30pm on weekdays;
- sit on one of the two sub-committees (Resources; and Community, Teaching & Learning) and attend the five meetings each academic year – these meetings are also usually held at 6.30pm on weekdays;
- attend the annual Governing Body "extended meeting" which usually involves a whole day in the school (in late February/March);
- visit the school informally during the school day at least once each term (as well as for occasional school events, such as sports fixtures, drama performances and concerts);
- commit to attend training courses (new Governor induction training shortly after appointment and also, ideally within the first six months of appointment, training on Safeguarding (including Prevent training) and Exclusions), perform additional research as required, and take part in monitoring at least one specific area within the school as a subject link Governor; and



- have a defined role on the Governing Body for which you will receive training and support as required.

In return, our Governing Body commits to provide you with a structured induction; provide access to quality training via Herts for Learning (the County governance training service); and provide you with an experienced Governor as mentor (if requested).

If you would like to find out more about how you can contribute to governance at our school before agreeing to be nominated, please contact me through the school office and I will pass on your details to the Chair/Vice-Chair who will then arrange a time for a conversation.

The process

If you would like to stand for election, please complete and return the attached form to the school office by **10am on Friday 4 November 2016**. You will need to ask another parent of a pupil at the school * to sign the form.

Please give brief details about yourself (**not more than 80 words**) on the form overleaf (please make a copy of this letter for yourself). If an election is needed these details will be copied and sent to all parents with the ballot papers. **Please note that the 80-word limit will be strictly enforced and result in any additional wording being deleted.** If the number of nominations is the same as or less than the number of vacancies, then the people nominated will be deemed elected unopposed. These appointments would then be effective from 30 November 2016. If there are not enough nominations, the Governing Body has the duty to appoint Parent Governors to fill the remaining vacancy/ies.

If an election is necessary, we will send you a ballot paper as soon as possible after the above nomination deadline. Each parent will be sent one ballot paper regardless of how many children they have at the school, and each parent will have one vote per vacancy. The ballot will be secret and you will be notified of the result as soon as possible afterwards.

Finally, please be aware that regulations require everyone elected or appointed to a Governing Body to:

- a) undergo a pre-appointment check which will include a criminal background check (Disclosure and Barring Service (DBS) check). This is to ensure the safety of the pupils; and
- b) have their names and term of office included on a publicly accessible database held by the Department for Education (Edubase).

If you are elected and you subsequently decline to undergo such a check, or decline to allow your details to be included on the DfE database, you will disqualify yourself. You will also be required to be appointed as a Director and Member of the Academy Trust Company. If you have been disqualified from acting as a Company Director, then you will be unable to be appointed as a Parent Governor. Please contact me if you would like to receive more information on this.

Yours sincerely



Simone Kilka-Green
Clerk to the Governing Body

* Only parents (including carers) of children registered at the school are entitled to stand or vote in the election. A parent who is paid to work at the school for more than 500 hours in a school year or is an elected member of the LA may **not stand** for election. For the purpose of the election of a Parent Governor, "Parent" is defined (for the purposes of the Constitution Regulations) as including "any individual who has or has had parental responsibility for, or cares or has cared for, a child or young person under the age of 19". It includes a person who the child lives with or who looks after the child, irrespective of what their relationship is with the child. The individual in the definition must be someone involved in the full-time care of the child on a settled basis.

ELECTION OF PARENT GOVERNORS AT BEAUMONT SCHOOL

NOMINATION FORM

Candidate's name:.....
(Mr/Mrs/Miss/Ms/Dr)

Address:
.....
.....

I have a child at the school (*name of child*).....

in Form(*insert form group*) and hereby nominate myself for election as a Governor. I understand that if elected I will have to undergo a pre-appointment check. Biographical details (**80 words maximum**) for circulation with the voting paper are given below.

Biographical details (80 words maximum):

Signature:

*Seconded by:
(Mr/Mrs/Miss/Ms/Dr)
*The seconder must be a parent of a pupil at the school

Address:
.....
.....

Signature:

Completed nomination forms must be returned to the school office by:
10am on Friday 4 November 2016.