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Head Teacher: Mr S Arnold

October 2019

Dear Parents / Carers,

GOVERNMENT OF SCHOOLS

We currently have a parent governor vacancy on our Governing Board. For the appointment of a governor, we are required to hold elections to fill the posts. I detail the following information regarding our Governing Board.

The Governing Board is made up of the following types of Governors:-

3 Parents

1 Appointed by the Local Education Authority

1 Staff Governor

7 Co-opted by the Governing Board from various sections of the community.

The Headteacher.

The term of office for Governors is four years, although a Governor may resign his/her office at any time. The law requires a Governing Board to meet at least once during each school term, however, the Governing Board meet at Oak Meadow more frequently. The date and time of the meeting is agreed by the Governors. In addition to the Full Governors' meeting, there are sub-committees which also meet termly: Curriculum meeting; Finance & General Purposes meeting.

It is expected that Governors sit on either one of the committees, if it is an area of interest to the Governor. Formal Governing Board meetings are held at 4:00pm.

The Governing Board has a range of powers and duties. In broad terms these are:-

Helping to establish (with the Headteacher) the aims and policies of the school, and how the standards of education can be maintained or improved;;

Deciding the conduct of the school - that is, how in general terms, it should be run;

Helping to draw up (with the Headteacher and Staff,) the School Improvement Plan;

Helping to decide how to spend the school's budget;

Making sure that the National Curriculum and Religious Education are taught;

Selecting the Headteacher;

Appointing, promoting, supporting and disciplining other staff;

Acting as a link between the local community and the school;

Drawing up an action plan after an OFSTED inspection and monitoring how the plan is put into practice.

You are, therefore, asked to consider putting your name forward to serve as a Parent Governor. If you are interested, please complete the attached nomination form, (additional copies of which are available from the school office), and return it to me at the school, no later than Friday, 18th October. A space has been provided on the form for you to write a short statement about yourself which will be used to inform other parents about candidates if it becomes necessary to hold an election.

If more than two nominations are received, it will be necessary to hold the first stage of the election process to determine the Parent Governor for this school. Ballot papers will be issued on Wednesday 23rd October 2019.

Completed ballot papers must be returned to school preferably sealed in an envelope marked "BALLOT PAPER" by 12 noon on Tuesday 5th November 2019.

You may return the form in person, ask your child to deliver it to his/her class teacher or send it via post. The result of the ballot will be issued in a letter to parents as soon as all the votes have been counted and the candidate who receives the most votes will be notified of their election.

No individuals may hold more than 2 ordinary and 2 ex officio Governorships and certain people may not be eligible for election because they already serve on two Governing Bodies, have been adjudged bankrupt or have been convicted of criminal offences. (The full criteria regarding eligibility can be accessed via our Governors' page on our website). If you require further information on the above, please contact The Governors Section, Services 4 Schools 01902 203997. Advice will be given in the strictest confidence.

Should you have any queries regarding this election please do not hesitate to contact me.

Yours sincerely,

Mr. S. Arnold
Headteacher

OAK MEADOW PRIMARY SCHOOL - ELECTION OF PARENT GOVERNOR/S

NOMINATION FORM

I wish to nominate myself _____ (Name) parent

(or guardian) of _____ (Name) in _____ (Class)

of _____ (Address)
as a Parent Governor of OAK MEADOW PRIMARY SCHOOL for a four year period.

Signed..... Address.....
(if different from above)
.....

PERSONAL STATEMENT

From tiny acorns mighty oaks grow...



