

Diocese of Brentwood
St Bede's Catholic Primary School and Nursery
Canon Avenue, Chadwell Heath, Romford, Essex RM6 5RR

Chair of Governors
Mark Butcher



Please contact via the School
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18th October 2018

Dear Parents

Parent Governor Elections

I am writing to inform you that there is an opportunity to nominate two Parent Governors to join our school's Governing Body. It is an important and fulfilling role, and a real chance to serve in the community. You do not have to be an expert on education to be a School Governor; however, you would need to have an objective view on school issues, be prepared to play an active part in the Governing Body's work and be able to exercise confidentiality at all times. The term of office is for four years. 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 Body's work. In order to support governors in their work, Redbridge Council provides full training for all governors. The Governing Body works together as a group in carrying out a wide range of responsibilities. Together with the Headteacher, the Governing Body has overall responsibility for the running of the school. Governors are involved in deciding school policies, allocating the school's budget and appointing senior staff.

If you would like to stand for election or nominate someone else, please complete the attached nomination form and return by **4.00 pm on Friday, 9th November, 2018**. Each person nominated must be proposed and seconded by parents/carers who have a child at our school. A husband/partner cannot propose or second a wife/partner or vice-versa. Anyone standing for election is encouraged to provide, with his/her nomination, a short personal statement (**maximum of 100 words**) in support of their candidature. The statement should only include biographical information, your reasons for wanting to be a parent governor and the contribution you believe you can make to the Governing Body.

If the number of nominations received is equal to the vacancies, the nominees will automatically be elected as parent governors. If, however, there are more nominations than vacancies, an election will be held and copies of the personal statements will be sent to all parents. Two weeks will be allowed for the return of ballot papers. Each parent will have one vote for each vacancy, no matter how many children they have at our school. The ballot will be secret and you will be notified of the result as soon as possible after the closing date.

Being a governor does require some time commitment in order to perform the role effectively. You will need to set aside time to be able to be an effective governor: time to prepare for meetings, for visiting the school, undertaking training and keeping up to

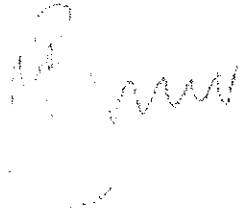
date with changing legislation. If you are thinking of standing as a governor, you will need to attend a minimum of three Governing Body meetings a year, plus a similar number of committee meetings during the year plus governor visits.

Anyone interested in becoming a School Governor can find the pamphlet 'Why not become a Parent Governor?' available from our School website. A copy of the guidelines covering Parent Governor elections is also on the school website. See the following link

<http://www.st-bedes.redbridge.sch.uk/governors.html>

If you would like informal discussions about being a governor, then please contact our Head teacher Gary Nott. I do hope you will consider standing as a governor or else nominating another parent to fulfil this vital role.

Yours sincerely



Mark Butcher
Chair of Governors