



Stewart Headlam
Primary School

Stewart Headlam Primary School
Tapp Street
London
E1 5RE

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Headteacher: Ms Cathy Gillespie
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15th September 2020

Dear Parent/Carer,

Stewart Headlam School needs a Parent to join our Board of Governors

PARENT GOVERNOR ELECTION

We are inviting you to stand for election as a parent governor, or nominate another parent to do so. In our school there is currently one parent governor vacancy.

The governing body, with the 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 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.

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 which does mean attending meetings in the evening and may be during day if and when necessary.

However, we would particularly welcome nominations from parents with the following skills:-

Essential for all governors
Commitment to improving education for all pupils
Ability to work in a team and take collective responsibility for decisions
Willingness to learn
Commitment to the school's vision and ethos
Has basic literacy and numeracy skills

Has basic IT skills (i.e. word processing and email)
Desirable for our parent governors
Has links with the community
Knowledge of the local and regional economy
Understanding of special educational needs
Ability to question and challenge
Communication skills including being able to discuss sensitive issues tactfully

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 enclosed sheet summarises the circumstances 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.

If you would like to stand for election, please email admin@stewartheadlam.towerhamlets.sch.uk to register your interest no later than **Wednesday, 30th September 2020**.

You will then be sent a nomination form, where you will have the opportunity to include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent.

If there are more nominations than vacancies, the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Yours faithfully,

Ms Carol Brown
Returning Officer.