



17th October 2018

Dear Parents

Election of Parent Governors: Nominations

There are five vacancies for parent governors to serve on the governing body of this school. We are very keen to encourage parents (or people with parental responsibility) of registered students to nominate themselves to fill these places. Details of what you will need to do to be nominated are given on the reverse of this letter.

Parent governors are elected by and from other parents and are vital to our governing body. They share equally with other governors the responsibility for carrying out the governing body's wide range of responsibilities. Governors do not run the school day to day, as their role is at the strategic or policy-making level in the school. You do not have to be an expert on education to be a school governor and we value the experience that all governors bring to the role.

If you join our governing body, you will serve for a four-year term and you can continue to the end of the four years even if your child/children leave the school. Being a governor does take up time. Governors meet at least once a term at full Governing Body meetings and more frequently in committees. 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 updating.

If you would like to take the opportunity to put yourself forward as a candidate, you may only do so on an official form, so please complete and return the attached sheet to me by 3.30pm on **Friday 9th November 2018**. If it is necessary for there to be an election, I will contact you to let you know about the arrangements.

Please note that as part of the reassurances given by the Governing Body during the move to Academy status, all Governors will be expected to sign a Governors' agreement guaranteeing current terms and conditions for our staff and the school's current admissions arrangements.

Parents who have any queries or would like to talk to someone regarding the elections should contact my PA, Sue Blande on 020 8206 3009.

Yours sincerely

Jeremy Waxman
Headteacher

Who can be a parent governor?

All those who have parental responsibility and are over the age of 18 are eligible to stand for election, excluding parents who work at the school.

There are some circumstances that disqualify an individual from serving as a school governor. If you are elected, you will be required to undergo an Enhanced DBS Disclosure check.

How to nominate yourself

If you would like to put your name forward, your nomination must be seconded by another parent who has at least one student currently at the school (not including anyone to whom you are closely related). The seconder's signature and name and address must be on the nomination form. You should use the space provided on the form to write a brief personal statement (200 words maximum) to support your nomination.

If the number of nominations is the same as, or less than, the number of vacancies, all candidates will be elected unopposed.

Kingsbury High School

Parent Governor Nomination Form

This form should be returned to the Headteacher at the school
by 3.30pm on Friday 9th November 2018.

I am a parent/carer of a student registered at the school and hereby nominate myself
for election as a parent governor of the school.

I understand that, if elected, I will be required to undergo an 'Enhanced DBS
Disclosure' check.

<i>Nominee's Name</i>	
<i>Nominee's Address</i>	
<i>Name & Class of Student/s</i>	
<i>Signature</i>	

*Nomination seconded by**

<i>Seconder's Name</i>	
<i>Address</i>	
<i>Name & Class of Student/s</i>	
<i>Signature</i>	

* The seconder must be a parent of a pupil at the school (not including a close relation).

Parent Governor Nominee – Personal Statement

Please use this space for a personal statement giving your reasons for wanting to be a parent governor, including the skills and qualities you could bring to the governing body (200 words maximum). This statement, typed in a standard format with your name, will be circulated to parents if there is a contested election.