



## PARK HIGH SCHOOL

13 September 2019

Dear Parents and Carers

### Parent Governor Election

I am writing to you to invite you to stand for election as a Parent Governor, or nominate another parent to do so. Vacancies arise from a resignation or when a parent governor's term of office expires. The Governing Body, which includes 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. However, further to a skills audit of the Governing Body we are particularly keen to recruit someone with experience of premises or facilities management. A variety of training is available for all Governors and this Governing Body has an expectation that those new to being a Governor attend free induction training. Being a Governor involves commitment. The full Governing Body meets six times a year (i.e. each half-term). In addition, there is an expectation that each Governor will sit on two committees and most of these meet five times a year. There are also a number of Governor Champion roles filled by individuals focusing on a particular area of responsibility and each committee chooses an area of work for the year in respect of which to conduct a Governor Monitoring Visit.

The enclosed information sheet provides more detail including summarising 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 complete the enclosed nomination form and return it to the school **no later than 12 noon on Friday 27 September 2019**. You should also 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 and they will need to complete and sign the form.

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.

---

Thistlecroft Gardens, Stanmore, Middlesex HA7 1PL Tel: 020 8952 2803 Fax: 020 8952 6975 [www.parkhighstanmore.org.uk](http://www.parkhighstanmore.org.uk)  
Headteacher Mrs Colette O'Dwyer

Park High School is a company limited by guarantee registered in England and Wales with registered number 7689613  
Registered office: Thistlecroft Gardens, Stanmore, HA7 1PL



Please note that it is now a requirement for all Governors to have satisfactory Enhanced DBS (Disclosure and Barring Service) Clearance. The school will arrange this for the successful candidate. In becoming a Governor, you will be appointed as a Director of Park High Academy Trust and will be required to submit your details to Companies House. There is no personal liability involved in becoming a Director.

If you would like to know a little more about becoming a Parent Governor please contact the school office, who will put you in contact with one of our existing Parent Governors.

With best wishes.

Yours sincerely



Mrs Colette O'Dwyer  
**Headteacher**