



# Biddenham

International School & Sports College

Headteacher: Mr David Bailey Deputy Headteacher: Ms Eleanor Grylls

If you would like to read this letter in a language other than English please use the 'translate' function on our website.

4<sup>th</sup> June 2019

Dear Parent/Carer,

## Re: Parent Governor Vacancies (x2)

I am writing to invite parents, guardians and carers of registered students at Biddenham International School and Sports College to put their names forward for election to serve as parent governors.

The governing board of our school is made up of parents, staff, and other members of the community. The governors, along with the Head teacher, are responsible for a wide range of matters affecting the life of the school and the work of the students. Parents may be interested in the overall governing board and how it is made up. There are:

- A Local Authority Governor nominated by Bedford Borough and appointed by the governing board
- Parent Governors, elected by Parents and Carers
- Staff Governor, elected by Staff
- Co-opted governors appointed by the Governing Board
- Partnership Governors, nominated by parents, community etc and appointed by the governing board
- The Head teacher/Principal is a governor by virtue of their office.

There are two vacancies for parent governors, and we hope that parents will feel encouraged to put themselves forward.

We know that parents are interested in the education of their children and share the school's commitment to ensuring the best possible education and opportunities for all our students. One of the best ways to pursue this interest and commitment is to volunteer to become a parent governor.

The governing body has three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Head teacher to account for the educational performance of the school and its students; and the performance management of staff; 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 work of the governing board. Training is available for all governors and this governing board has an expectation that those new to being a governor attend free induction training.

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Website: [biddenham.beds.sch.uk](http://biddenham.beds.sch.uk)

There is also the expectation that governors abide by the Code of Conduct enclosed with this letter. Governors also have to declare relevant business interests and these will be published on the school's website.

If you would like an informal chat about what being a governor means please contact our Chair of Governors, Carole Bell, or myself, who are serving governors, via the school.

If you are eligible to be a parent governor please complete the self-nomination form. In addition to the self-nomination form, candidates are also asked to write a statement for all parents, saying something about themselves and why they would like to be a governor. This statement should not be more than 500 words.

If the number of nominations is not more than the number of vacancies, then those nominated will be appointed. If there are more nominations than vacancies, then a secret ballot will be held.

Completed nomination forms and statement **must** be received by 12.00pm on Tuesday 18<sup>th</sup> June 2019, either electronically to me at [david.bailey@biddenham.beds.sch.uk](mailto:david.bailey@biddenham.beds.sch.uk) or handed in at our Reception.

Depending on the number of nominations the Returning Officer will either:

1. Write to all parents/carers to confirm who has been appointed.
2. Write to all parents/carers giving the date of the ballot and the date that ballot papers need to be returned.

Please find enclosed with this letter a self-nomination form and a paper stating any reasons a parent or carer may not stand as a parent governor.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'David Bailey', with a long horizontal stroke extending to the right.

David Bailey  
Returning Officer/Headteacher