



BOURNEMOUTH SCHOOL FOR GIRLS

November 2017

Dear Parents and Carers

Election of 2 Parent Governors - Autumn Term 2017

As many of you will know, the Governing Body has an extremely important and demanding role. It is responsible as a corporate body and not as a collection of individual governors for strategic planning, policy determination, overseeing financial performance, curricular oversight and supporting the Headteacher and his Senior Leadership Team in their drive to further raise the already excellent standards in teaching and learning.

We currently have 2 Parent Governor vacancies on the Governing Body.

The Governing Body has recently carried out a skills audit which affirms our high level of governor expertise. To further enhance our expertise, nominations from parents with a background in one or more of the following areas would be particularly welcome:

- Legal matters/employment law
- Project/property/financial management
- Marketing
- Local business and community connections

If you are interested in serving as a Parent Governor you are invited to complete our 'offer to serve' form and return it to the school's Reception by 1pm on Wednesday, 22nd November 2017. There are several ways to obtain a copy of the form: from the school website, as an attachment to this letter if received by parent mail, or a hard copy may be obtained in person by you or your daughter from the school's Reception.

You can nominate yourself but each nomination must be signed by the candidate putting themselves forward and supported by 2 parents or carers of a pupil on the school roll. Any parent or carer who has parental responsibility for a pupil on the school roll can stand for election, can nominate someone for election, support no more than one nomination for election and can vote in the election.

If more than 2 nominations are received there will be an election by secret ballot. It is our intention to have our 2 newly elected parent governors in place for our next Governing Body meeting on Wednesday, 6th December at 1.30pm.

If you wish to be nominated would you please enclose with your form a brief factual statement about yourself and your interest in being a governor. Should an election be necessary I shall arrange that your statement, no more than 200 words, is placed on the school website. In the event of an election by secret ballot candidates may not withdraw from the election process once ballot papers have been issued as this may invalidate the election process.

All parents/carers over the age of 18 are eligible for election. There are some circumstances that disqualify an individual from serving as a school governor and these are listed on the school website.

The governor appointment period will be for 4 years from the date of appointment and in this instance ending on 31st December 2021, after which you could stand for re-election provided you are still the parent of a registered pupil at the school. The Governing Body holds four full meetings each year, and Governors are expected to belong to one of our two Committees, which normally meet twice termly. Meetings of the full Governing Body are held in the afternoons commencing at 1.30pm and Committee Meetings begin at 4.30pm. It is a requirement that Governors will become involved in school life and it is anticipated that Governors arrange to visit the school outside the normal meetings schedule at least twice each term. All governors will become Directors of the Bournemouth School for Girls Academy, a Company Limited by Guarantee, registered at Companies House.

The outline timetable for appointments is as follows:

1. Closing date for return of Offer to Serve form **1pm on 22.11.17**

IF NO MORE THAN 2 OFFERS RECEIVED: **Appointments confirmed**

IF MORE THAN 2 OFFERS RECEIVED:
2. Notice of election with details of Candidates posted on the school website and voting papers sent to Parents/Carers **24.11.17**
3. Closing date for return of voting papers **10am on 1.12.17**
4. The Count and Candidates notified of results **2pm on 1.12.17**

Candidates are welcome to be present for the Count which will take place at 2pm
5. Parents/Carers notified of appointments **4.12.17**
6. First Governing Body meeting **Wednesday 6th December at 1.30pm**

If you are interested in standing or would like further information, you are encouraged to contact Mr Alistair Brien, Headteacher to find out more about the commitment involved.

If you know of another parent who is not in receipt of parentmail please do ask them to contact me with their name and email address in order that I may also send them this information.

Yours sincerely

Mrs Lisa McKenzie
Clerk to the Governors



BOURNEMOUTH SCHOOL
FOR GIRLS

Parent Governor Elections Autumn Term 2017

OFFER TO SERVE AS PARENT GOVERNOR

I, (names in full) _____

Address: _____

Email: _____

wish to offer myself as a candidate in the election of Parent Governors to serve on the Governing Body of Bournemouth School for Girls.

I am the Parent / Carer* of the following registered pupil(s) at the school. It is expected that she / they will remain at the school until the date(s) shown:

*delete as appropriate

<u>Name</u>	<u>Date of Birth</u>	<u>Date Expected to Leave</u>
_____	_____	_____
_____	_____	_____

The following two Parents or Carers of children attending the school support my nomination:

1. Signature _____ Address _____
Name _____

2. Signature _____ Address _____
Name _____

If elected, I undertake to give as much notice as possible to the Clerk to the Governors of my intention, for any reason, to resign from the Governing Body.

I enclose a brief statement about myself (no more than 200 words) which in the event of a ballot may be circulated to parents and carers of children registered at the school.

Signed: _____ Date: _____

Closing date for receipt of offers to serve:

To be returned please to the Clerk to the Governors c/o Reception, Bournemouth School for Girls by 1pm on Wednesday, 22nd November 2017.