



Busbridge CE (Aided) Junior School
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Headteacher

Mr Richard Catchpole BSc (Hons) PGCE NPQH

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To the Parents/Carers of pupils attending Busbridge CofE (Aided) Junior School

22nd June 2018

Dear Parent/Carer

RE: THE GOVERNING BODY OF BUSBRIDGE CofE (AIDED) JUNIOR SCHOOL

We are seeking nominations for parents to stand for election as a parent governor of Busbridge CofE (Aided) Junior School. Parent governors are elected as directed by Schedule 1, Regulation 6 of The School Governance (Constitution) (England) Regulations 2012. Nominations for parent governor vacancies are made by parents/carers of pupils registered at the school. Should there be more nominations than vacancies a secret ballot will be held. Parents/carers of registered pupils attending the school may offer themselves for election. Parent governors can serve for a term of up to four years irrespective of how long their child remains as a registered pupil of the school. Parents are invited to submit nominations to the headteacher using the enclosed nomination forms. Each person must be proposed and seconded by parents of registered pupils presently attending the school and the nominee must also be a parent and signify his or her willingness to stand for appointment or election.

The governing body has a vital role to play and relies on a team approach with each individual contributing a range of skills and experience. We are particularly keen to elect a parent governor with a willingness to undertake training to develop skills. Please note - a person is disqualified from election or appointment as a parent governor of a school if they are an elected member of the LA or if they work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in a school year (at the time of election or appointment).

The nomination form must be returned on Thursday 5th July by 12.00 noon. No nomination will be accepted after that date and time. Those nominated to stand for election may enclose with their nomination forms a short personal statement about themselves, of not more than 100 words. Statements will be circulated to parents should a ballot prove necessary. If the number of nominations received is less than the number of vacancies, all those nominated will be appointed without a ballot. If the number of candidates exceeds the number of vacancies a secret ballot will be held and candidates may request an opportunity to address a meeting of parents if they wish.

The timetable for the election of Parent Governor(s) is set out below:

- Friday June 22nd - Parents' letter with nomination forms sent home via pupil post and email.
- Thursday 5th July by 12.00 noon - Last day/time for returning nominations.
- Tuesday 10th July - Ballot paper sent to parents (and notification of date of the candidates' meeting, if appropriate).
- Wednesday 18th July – Return of ballots by 12 noon and count of ballot papers.

Nominations must be submitted to Richard Catchpole, Headteacher by 12 noon on Thursday 5th July.

Yours sincerely

Headteacher/Returning Officer



Headteacher

Mr Richard Catchpole BSc (Hons) PGCE NPQH

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Governor Role and Responsibilities

Busbridge Cof E Junior School is a Church of England school, and we demonstrate Christian beliefs and values in our policies, our worship and our actions. Some of the most central Christian values are inclusion, respect and diversity, which means we welcome all people regardless of their faith.

The Busbridge CofE Junior School governing body has a statutory responsibility for the strategic development of the school, which is about how we deliver high standards of educational attainment and ensure effective management of the school's resources.

The Busbridge CofE Junior School governing body is responsible for:

- ensuring that all relevant policies and procedures are in place and appropriate targets are set
- ensuring the school reflects both Church of England and British Values
- setting, monitoring and reviewing the school budget
- involvement in the appointment of staff

Although the Headteacher is responsible for the day to day management and operation of the school, the governing body works closely with him and the leadership team to fulfil our statutory obligations.

What does this mean in reality?

- this commitment involves each governor attending four main governing body meetings a year and, in addition, to also be a member of either the Children and Learning Committee or the Resources Committee which meet once a term.
- each governor needs to join the Headteacher or Deputy Headteacher in at least one learning walk per year (usually the morning) to see a School Improvement priority in action, and to gain a solid understanding of standards in the school.
- each governor is linked to a particular area of the School Improvement Plan. Each governor is expected to liaise with the relevant member of the staff team and carry out one visit / activity a term to monitor progress in the allotted area of school improvement. They then report back to the Headteacher and the Governing Body.
- the role of a governor is to support the interests of the school as a whole and not to act as a conduit for input from parents on matters that should be discussed with the Headteacher.

Being involved on the Busbridge CofE Junior School governing body is a very interesting and fulfilling role. Once appointed every governor receives an induction from the Headteacher and from Simon Taylor. In addition there is training available from outside agencies. A governor will be expected to undertake some of this training each year in order to maintain relevance in their role as a governor.

Javier Bajer
Chairman of Governors

Richard Catchpole
Headteacher

20th June 2018