

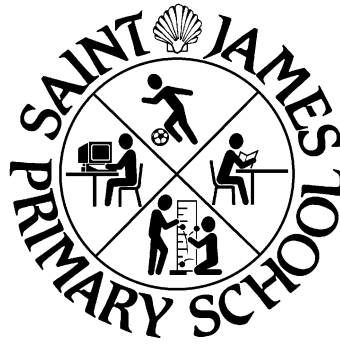
Head Teacher: Miss. S. Cross

Deputy Head Teachers:
Mrs. J. Hanson
Mrs. J. Pritchard

Assistant Head Teacher:
Mrs. R. Matthews

Business Manager: Mrs. L LeMorvan

Chair of Governors: Mrs. M. Hare



Sandwell Rd,
Handsworth,
Birmingham,
West Midlands,
B21 8NH

Tel: 0121 523 5861

Email: enquiry@stjamesce.bham.sch.uk

St. James' Church Of England Primary
School, Handsworth is a controlled church
school.

St. James' Church of England Primary School, Handsworth

Monday 6th September

Dear Parent/Carer

Election of Parent Governors

I am writing to invite you to stand for election as a parent governor, or nominate another parent to do so. In our school we have provision for 2 parent governor(s) and we currently have a vacancy and a vacancy coming up.

The governing board, with the headteacher, has overall responsibility for the running of the school. Governing boards 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.

The role of governor can be demanding but very rewarding. Parent governors serve a 4 year term of office and ideally your child will be in the infants so that you can serve a full term.

Duties include:

- attending meetings of the governing board, usually outside of school hours and contributing to governing board business;
- reading reports and papers and keeping up to date on the progress the school is making; and
- visiting the school from time to time during the school day.

You will be expected to sign a governors' Code of Conduct, and to have:

- a strong commitment to the role and improving outcomes for children;
- the inquisitiveness to question and analyse;
- the willingness to learn;
- good inter-personal skills;
- appropriate levels of literacy in English (unless a governing board is prepared to make special arrangements); and
- sufficient numeracy skills to understand basic data.

No special qualifications are needed. However a DBS check is a statutory requirement and must be applied for within 21 days of election/appointment. The most important thing is to have a keen interest in the school and be prepared to play an active part in the governing boards work. However, we would particularly welcome nominations from parents with the following skills finance,

Let your light shine

charities administration and set up. Training is available for all governors and this governing board has an expectation that those new to being a governor attend training sessions.

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 Friday 17th September at 11.00am. You may 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. 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.

We must stress that new statutory guidance advises that the governing board publishes online for each governor certain information including their full name, relevant business interests, whether a governor serves on another governing board and relationships with staff in the school. There is a statutory requirement for all governors to have a DBS check and you would be expected to abide by and sign a code of conduct.

May I take this opportunity to thank you in advance for your support in this matter.

If you are interested and want to find out more please come and see me.

Yours faithfully,

Sarah Cross
Head Teacher

Head Teacher: Miss. S. Cross

Deputy Head Teachers:

Mrs. J. Hanson

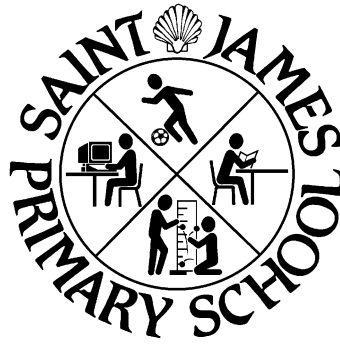
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Nomination Form

Election of parent governors – Closing date for nominations 17.9.2021

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election:

Name: _____

Address: _____

Being the parent/guardian of (name of pupil): _____

Signature of person nominated: _____

Signature of proposer (if different to nominee): _____

Name and address in BLOCK letters of proposer (if different to nominee):

Personal Statement (maximum 250 words) – submit via email to
enquiries@stjamesce.bham.sch.uk

I wish to submit my nomination for the election of parent governor (subject to DBS check).

I confirm a) that I am willing to stand as a candidate for election as a parent governor and b) that I am not disqualified from holding office for any of the reasons set out in the School Governance Regulations.

I understand that neither the headteacher or the Director of Education bear responsibility for the validity of any statement made above.

Sign _____

Let your light shine