

# St Matthew Academy

St Joseph's Vale, Blackheath, London SE3 0XX

Headteacher: Ms Miranda Baldwin

Head of Primary: Ms Joanna Chick



3<sup>rd</sup> November 2023

Dear Parents and Carers

## RE: Parent Governor Election

As with every school, governance work is on-going and we are pleased to be able to offer an opportunity to parents and carers to join the governing board to support with further developments at the Academy as a vacancy for a parent or carer governor has arisen.

I am now writing to you to invite nominations for someone with parental responsibility for a child at St Matthew Academy to fill this post. The composition of the Governing Body is 1 Headteacher; 8 Foundation; 2 Co-opted; 1 staff and 2 parent or carer governors.

Parent or carer governors are welcomed as valued members of the governor team and play an important role; the governing board works together as a group, meeting at least twice every half term. Together they are responsible for the strategic direction of the school, promoting high standards of educational achievement and ensuring our resources are used to maximum impact. Life as a governor is interesting and varied and we feel sure that there are parents or carers prepared to take on this important role and give their time and commitment to helping us to continue to improve the Academy's performance and educational opportunities for all the pupils.

Before you decide to nominate someone, or indeed stand yourself, you may want to know a bit more about what is involved. Governors need not be experts in the field of education. What they do need is an interest in the academy and in the welfare of our children and the time and willingness to get involved. The skills you have can be very useful to the governing body.

The governors of the school have identified the following skills, experience and attributes that they feel would help strengthen the overall impact of the governing board:

- Public relations and communications.
- Finance
- Health & Safety

Training and support will be available to help you develop into the role. This will include in-house mentoring and support as well as access to external governor training; those new to being a governor are expected to attend induction training.

The term of office for a parent or carer governor is 4 years and our governing body expects all governors to:

- Attend termly meetings
- Visit the Academy formally for monitoring visits
- Commit to attend training courses

For further information about the role you may find this [website](#) interesting and If you have any questions please get in touch with me by emailing me [cog.stmatthew@gmail.com](mailto:cog.stmatthew@gmail.com) and I will be happy to answer any queries you may have.

: 0208 853 6250 : [info@stmatthewacademy.co.uk](mailto:info@stmatthewacademy.co.uk) : [www.stmatthewacademy.co.uk](http://www.stmatthewacademy.co.uk) : @stmattacad

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Successful, confident learners High expectations, outstanding achievements Inclusive, caring, Catholic community Nurturing talent, cultivating ambition Excellence for all

If you would like to stand for election, **please complete and sign the enclosed nomination form and return to the main reception or email to [RJO@stmatthewacademy.co.uk](mailto:RJO@stmatthewacademy.co.uk) no later than 3.00pm on Friday 17<sup>th</sup> November 2023**

Please include a statement about yourself and why you would like to become a governor (not exceeding 100 words). This will then be circulated to all parents and carers to help them decided whom to vote for if an election is required. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election.

An election, by secret ballot, will be held if more nominations are received than the number of vacancies. If an election is needed details of the procedure will be sent to all parents and carers.

**Nominations must be from parents or carers with children at the school on the day that nominations close.**

The enclosed sheet summarises the disqualification criteria to serve as a governor. Anyone standing for election must certify that they are not disqualified for any reason.

All governors are required by Law to undergo an enhanced disclosure and barring (DBS) check. This will be carried out by the school following the election process.

Parents or carers who have paid employment in the school for 500 hours per academic year or more or who are elected members of the Local Authority are not eligible to stand in these elections for more information this [website](#) will have more details.

Yours faithfully



**Mrs P Barber**  
**Chair of Governors**

Enc.  
Nomination form  
Disqualification criteria

## Parent Governor Nomination Form

Election for a parent governor at **St Matthew Academy**

Name: ..... Form Group.....

Address: .....

.....

.....

Telephone Number: .....

Please tell us a bit about yourself and why you would like to become a Governor.

This will then be circulated to all parents to help them decided who to vote for if an election is required. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election.

I wish to serve as a Parent Governor and to be a candidate if an election is necessary. I have read the rules regarding the eligibility to become a governor which I received within the nomination form and I confirm that I am eligible to serve as a School Governor.

Signed: .....

Date: .....

Please return this form to **Reception** or email to [RJO@Stmatthewacademy.co.uk](mailto:RJO@Stmatthewacademy.co.uk) no later than 3.00pm Friday 17<sup>th</sup> November 2023.

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