

St Matthew Academy

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

Executive Head: Mr Serge Cefai

Head of School: Miranda Baldwin



23rd April 2018

Dear Parent or Carer,

PARENT GOVERNOR ELECTION

The regional Schools Commissioner has agreed for the Interim Management Board to move to a regularised governing board with immediate effect. This is confirmation of the progress that has been made at the school thus far.

As with every school governance work is on-going and we are pleased to now be able to offer this opportunity to parents and carers to join the governing board to support with further developments at the school.

There are **two** vacancies for **parent governors** on the governing board and I am writing to invite nominations to fill these posts.

The composition of the new Board is: 1 Exec.Headteacher; 8 Foundation 2 Co-opted; 1 staff and 2 parent governors.

Parent 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 prepared to take on this important role and give their time and commitment to helping us to continue to improve the school's performance and educational opportunities for all the pupils.

In looking to fill these posts 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 parent governors is 4 years.

For further information about the role please get in touch with me by emailing imbchair.stmatthew@gmail.com. I will be happy to answer any questions you may have.

If you would like to stand for election **please complete and sign the enclosed nomination form and return to the school office no later than 12 noon on Friday 4th May 2018**

If you wish you can **include a few details about yourself** and why you would like to become a governor (not exceeding 100 words). 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.

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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.

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 he/she is 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/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.

Yours sincerely

A handwritten signature in blue ink that reads "Pat Barber". The signature is written in a cursive style and is underlined with a single horizontal line.

Pat Barber
Chair IMB

Attached:

- i) Nomination form
- ii) Disqualification criteria