

January 2019

Dear Parents/Carers,

Election of Parent/Carer Governors to the Coombe Secondary Schools Governing Body

We are writing to inform you that Mrs Newton's term of office has come to an end. Mrs Newton has been a Parent Governor for the past 4 years and we would like to take this opportunity to publicly thank her for her valuable support.

This, therefore, means that there is a Parent/Carer Governor vacancy and if you would like to contribute to shaping the future of our school we do encourage you to consider nominating yourself to the role. Parent/Carer Governors are Parents/Carers of pupils at the school (at the time of their election), and they are elected by other Parents/Carers to represent them on the Governing Body. They play a full part in the work of the Governing Body, which covers all aspects of maintaining and improving the education provided for all the young people at the school, in close partnership with the Headteacher. All Governors serve for a period of four years.

The Governing Body normally meets once each term, on a Tuesday evening at 7pm, and agenda papers are sent beforehand to all Governors by the Clerk. There are also 2 committees made up of Staff and Governors which also meet once a term on a Tuesday evening at 4 pm. These deal with curriculum and pastoral issues. Other groups meet when required.

All Parents/Carers who currently have a child at this school are invited to consider standing as a Parent/Carer Governor. If you would like to do this, we have a nomination form for you to fill in, which is attached, or available on the school's website, alternatively you can phone or call into the school office for a copy. Two important parts of the form are:

- a. Obtaining the signature of another Parent/Carer of a pupil at this school to propose you, and the signature of a different Parent/Carer to second your nomination;
- b. Writing a statement of **no more than 120 words** in support of your nomination – why you would like to be a Parent/Carer Governor, any other ways in which you help or have helped in this or another school, etc. This statement is not essential, but it will help Parents/Carers to decide whom to vote for in the election;
- c. Fill in and sign the List 99 Form. As part of our safeguarding procedures, all nominees are subject to an initial List 99 check and if successful an enhanced DBS Check.

All nomination forms should be returned to the Returning Officer, Mrs L Kidd, by the closing date of noon on **1st February 2019**. If no nominations are received by this date, the Governing Body can decide either to repeat this process later in the year, or to appoint a Parent/Carer of their choice

(who may have a child at this school or at Coombe Boys' School). If only one nomination is received that person will be declared elected.

If more nominations are received than there are vacancies, we shall need to conduct a secret ballot, and a voting paper will be sent to you for this purpose. I will then inform you of the result of the ballot shortly after the closing date for votes to be cast. If a ballot is not needed, I will also inform you of the outcome, of course.

We do hope that you will consider supporting the school in this important way, and that we are able to fill this vacancy on the Governing Body quite soon. If you would like to know more about being a Governor and what it would involve, please refer to the Governance section of the school's website or alternatively email our Chair of Governors on nwilliams85@coombe.org.uk.

Yours faithfully,

A handwritten signature in black ink that reads "Lisa Kidd". The signature is written in a cursive style with a small dot above the 'i' in Lisa.

Mrs Lisa Kidd
Returning Officer