



OLD PALACE PRIMARY SCHOOL

St Leonard's Street, Bow, London, E3 3BT • Tel: 020 8980 3020
Email: admin@oldpalace.towerhamlets.sch.uk • Website: www.oldpalaceprimary.co.uk



20th January 2017

Dear Parents/ Carers,

Parent Governors are elected for a term of four years. Sadly the term for three of our parent Governors: Nadia Ali, Gulshana Kurshid & Monowara Sultana has now ended. We would like to thank them for their dedication and the valuable support and challenge they have provided to help Old Palace continue to succeed.

This means that that we will now be holding Parent Governors elections for these positions. Attached to this letter is a nomination form. Should you wish to nominate yourself or another parent (with their permission), please complete this, including a short statement about yourself and a passport sized photograph and return it to the school office before 4pm on Friday 3rd February. Information about parents who may not be eligible is printed on the back of this letter.

Details of those who have been nominated will be sent to all parents on Monday 6th February and displayed on the parent notice board. If more than three nominations are received, an election will be held. Should this be the case, we will arrange a coffee morning on Wednesday 8th February where parents can meet the candidates, followed by a voting day on Thursday 9th February, when parents will be able to vote in the Junior Library between 8.00-10.00am and then from 2.00-4.00pm.

The Governing Body has an important role; it oversees, with the Headteacher, the development of the school in order to ensure that children have the best education possible while they are at Old Palace. It agrees strategic aims and school policies, decides how the school budget is allocated, makes plans for the future and monitors the school's progress to its agreed aims. To support this work the governing body needs to collectively possess a full range of skills. The National Governors Association has created a list of these, which is included on the back of this letter. Experience of premises management and/or the procurement of services would be especially welcome.

The Governing Body works as a team, in partnership with the Headteacher and other stakeholders to promote continuous improvement in the performance of the school. Governors are volunteers but may claim for expenses such as travel or childcare, by agreement with the other governors. Full Governing Body meetings are held once a term, often on a Wednesday evening. Most governors are also a member of a committee; which meets termly to discuss issue in greater detail and also act as a link governor, meeting with the appropriate subject leader and writing an annual report on standards in their link area.

If you would like additional nomination forms, or require more information, please do not hesitate to contact the school office.

Yours faithfully,

Headteacher



Headteacher: Mr G. Palmer BA (Hons)
School Business Manager: Michele Walsham



OLD PALACE PRIMARY SCHOOL



St Leonard's Street, Bow, London, E3 3BT • Tel: 020 8980 3020
 Email: admin@oldpalace.towerhamlets.sch.uk • Website: www.oldpalaceprimary.co.uk



YOU ARE INELIGIBLE TO SERVE AS A PARENT GOVERNOR IF YOU:

- are an un-discharged bankrupt;
- are detained under the Mental Health Act 1983 during your period of office;
- have in the previous 5 years (or since becoming a governor) been sentenced to 3 months or more in prison (whether this was suspended or not) without the option of a fine;
- have in the previous 20 years been sentenced to imprisonment for 2½ years or more;
- have at any time been sentenced to imprisonment for 5 years or more;
- have been fined for causing a nuisance or disturbance on school premises during the 5 years prior to, or since, appointment or election as a governor;
- are subject to a disqualification order under the Company Directors Disqualification Act 1986(a), or to an order made under Section 429(2)(b) of the Insolvency Act 1986(b);
- have been removed from a charity trusteeship by the Charity Commission or High Court on the grounds of misconduct or mismanagement;
- are included in the list of teachers or workers prohibited or restricted from working with children or young persons (currently named list 99);
- are unwilling to make an application for a DBS check, as completion of an enhanced DBS check is required
- have been disqualified from being an independent school proprietor, teacher or employee in any school by an Independent Schools Tribunal or the Secretary of State;
- are the clerk to your own governing body.
- are an elected members of the London Borough of Tower Hamlets
- are employed to work at the school for more than 500 hours in an academic year.

The National Association of Governors recommends that governing bodies possess the following skills:

Essential for all governors		
Willingness to learn	Ability to work in a team and take collective responsibility for decisions	Commitment to improving education for all pupils
Good communication skills & ability to discuss sensitive issues tactfully	Commitment to the school's vision and ethos	Knowledge of current education policy
Should exist across the governing body		
Knowledge of the local area and the issues facing different community groups	Understanding of special educational needs	Links with local businesses
Ability to analyse data, question & hold to account	Ability to analyse and review complex issues objectively	Ability to problem solve and consider innovative solutions
Working or volunteering with young people	Experience of being a member of a board/ governing body or committee	Experience of being appraised or appraising someone
Experience of managing a project or change	Experience of professional leadership	Understanding and experience of strategic planning
Experience of Financial planning/management	Experience of premises and facilities management	Experience of procurement/purchasing



Headteacher: Mr G. Palmer BA (Hons)
 School Business Manager: Michele Walsham



OLD PALACE PRIMARY SCHOOL



St Leonard's Street, Bow, London, E3 3BT • Tel: 020 8980 3020
Email: admin@oldpalace.towerhamlets.sch.uk • Website: www.oldpalaceprimary.co.uk



Nomination Form

I wish to serve as a Parent Governor at Old Palace and to be a candidate if an election is necessary.

I can confirm that I am eligible to serve as a school governor.

Forename(s) – PLEASE PRINT

Surname – PLEASE PRINT

Child's Name..... Class.....

Date Signed.....

Statement

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

(Please attach a passport sized photo of the person being nominated)



Headteacher: Mr G. Palmer BA (Hons)
School Business Manager: Michele Walsham