

# OLD PALACE PRIMARY SCHOOL

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



16th April 2021

Dear Parents / Carers,

## Would you - or someone you know - like to be a parent governor?

The school Governing Body has three parent governors. The terms for Shakotul Ambia and Waiseul Islam have now expired, so we have two vacancies. We are therefore writing to ask whether you would like to send in a nomination for yourself or another parent to join our Governing Body.

The nomination form is available to download [HERE](#). All you need do is to fill in the form, including a short statement about yourself and a passport sized photograph. You can then email the completed form to [admin@oldpalace.towerhamlets.sch.uk](mailto:admin@oldpalace.towerhamlets.sch.uk) or print it and post it to the school. Nomination forms must be received by **3pm on Friday 30<sup>th</sup> April**. Information about parents who may not be eligible is provide below.

Details of those who have been nominated will be sent to all parents on Tuesday 4<sup>th</sup> May and the statement and photo provided by each candidate will be uploaded to the school website. If we receive more than two nominations an election will be required.

Should this be the case, candidates will be invited to attend a virtual **coffee morning** on **Wednesday 5<sup>th</sup> May**, when they will be given the opportunity to introduce themselves and to say why they would make a good parent governor. Voting would then take place on **Thursday 6<sup>th</sup> May**. This will be done outdoors, in the KS2 playground, between 8.00-10.00am and then from 2.00-3.30pm. Please remember to wear a face covering (unless exempt) and to bring your own pen or pencil to write with.

Parent governors are elected for four years and may continue to be a governor after their children have left the school. Other members of the Governing Body include an elected member of staff, a Local Authority governor and five co-opted governors, who are appointed by the other governors. All Governors are required to complete an Enhanced DBS check, which requires documentary proof of identity and address.

The Governing Body has an important role; it oversees the strategic development of the school to ensure that children have the best education possible while they are at Old Palace. It decides how the budget is allocated, agrees the aims and school policies, makes plans for the future and ensures that decisions are followed through. It is important that collectively the governing body has the skills needed to support the school. For this reason, we especially seek candidates with experience in law, recruitment, health and safety and contingency planning.

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. All governors are also expected to serve on a Committee, which also meet termly, and to serve as a Link Governor, reporting back on a particular aspect of school life.

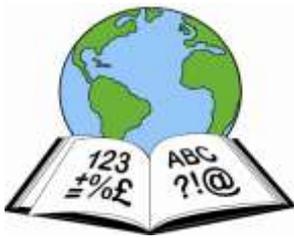
We do hope that you will think about becoming a parent governor. If you would like more information please do not hesitate to call the school to speak to Michele.

Yours faithfully,

Mr G. Palmer  
**Headteacher**



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



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## YOU ARE INELIGIBLE TO SERVE AS A SCHOOL GOVERNOR IF YOU:

- are unwilling to make an application for an Enhance DBS check
- 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);
- have been disqualified from being a 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