



# 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



11th March 2024

Dear Parents / Carers,

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

The school's Governing Body has positions for three parent governors, one of which is presently vacant. At their last meeting, the governors committed to trying to fill the position before the end of term, so we are writing to ask whether you would like to send in a nomination for yourself or another parent.

Nominations can be made using the online form available [HERE](#). Complete the personal statement, upload a passport style photo and submit the form. Alternatively a paper copy can be requested by contacting the school office. Nomination forms must be received by **4pm on Friday 22<sup>nd</sup> March**. Information about parents who may not be eligible is provide below.

Details of nominations will be sent to all parents on Monday 25<sup>th</sup> March and their statements and photos published on the school website for information. If more than one nomination is received, an election will be held on Wednesday 27<sup>th</sup> March.

Parent governors are elected for four years. 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 role involves a substantial time commitment, as all Governors are expected to attend meetings, complete annual safeguarding training, and to attend other training and events relevant to the role.

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.

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.

We do hope that you will think about becoming a parent governor. If you would like more information, please contact the school office.



EXCELLENCE MARK  
Training & Development



Healthy Schools



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



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School Business Manager: Michele Walsham