

6 November 2018



Dear Parents/ Guardians

There is currently a vacancy on the Governing Body of Gillotts for a Parent Governor, and another has resigned recently for personal reasons and will be stepping down. I am therefore seeking nominations to fill both vacancies.

Each Academy Trust is a company governed by a governing body constituted under its Memorandum and Articles of Association. The governing body is responsible for ensuring that high standards of corporate governance are maintained. It should exercise its powers and functions with a view to fulfilling a largely strategic leadership role in the running of the academy.

As academies are companies, limited by guarantee, the governors who sit on the governing body are also directors of the company. This confers certain obligations upon the governors to protect its assets, property and good name.

Anyone who has parental responsibility for a student on the school roll at the time of the election can stand for election, may nominate someone for election and can vote in the election. You may either nominate another parent (with that parent's permission) or you may nominate yourself. Please use the simple form attached to do so. Once elected, a governor remains in office for four years whether or not his or her child leaves the school. In the interests of safeguarding, all governors are expected to complete a DBS (Disclosure & Barring Service) check.

Being a governor involves attending three main meetings and three or four committee meetings per year. Most governors also take a particular interest in an aspect of the school's work and are encouraged to come into school occasionally in order to talk to the staff and students concerned. The work is very important to the school but not excessively demanding and does not require any particular expertise except common sense and an interest in education. There is a training programme for new governors (currently organised by Oxfordshire County Council).

At Gillotts there are 20 governors including six elected parent governors. Other governors are drawn from the local community or elected by the staff.

If you are interested in standing for election you are welcome to contact the Chair of Governors, David Gorsuch, who will be happy to explain the role of a governor of an academy. Please contact him by emailing the following address: gbchair@gillotts.org.uk

I hope that you will give serious consideration to putting yourself forward, or nominating another parent, in order to help us develop as a school.

All nominations should be sent to Student Services by **4.30 pm on Tuesday 20 November 2018**, in a sealed envelope marked "Parent Governor Nomination". If we receive more than two nominations, a ballot will be held without further delay.

Yours sincerely

Mrs Glynis Smith
Clerk to the Governing Body

GILLOTT'S SCHOOL
GILLOTT'S LANE
HENLEY ON THAMES
OXON
RG9 1PS

T 01491 574315
E office.4055@gillotts.oxon.sch.uk

www.gillotts.oxon.sch.uk

Gillotts School

Position of Parent Governor

Please complete **either section A** (Nomination of another parent, with their permission) **or section B** (Self nomination)

Section A

I would like to nominate for election as a Parent Governor of Gillotts.

Nominator

Nominee

Signed.....

Signed.....

Date.....

Date

Name (print).....

Name (print)

Child's name.....

Child's name.....

Tutor Group

Tutor Group.....

Section B

I would like to nominate **myself** for election as parent governor.

Signed.....

Date.....

Name (print).....

Child's name.....

Tutor group.....

Personal Statement

On a separate sheet, please give a few brief biographical details (family, education, work, interests etc) which can be circulated to other parents in the event that a ballot is held. Also please indicate in a few sentences why you would like to be a governor of Gillotts, and your relevant skills, experience and attributes (total of 250 words, including biographical details). If you are nominating somebody else please ask them to do this.

Please return this nomination paper to Student Services, in a sealed envelope marked "Parent Governor Nomination" by 4.30 pm on Tuesday 20 November 2018.

Many thanks