

Dear Parents

HONEYWELL SCHOOLS FEDERATION PARENT GOVERNOR ELECTIONS

A consequence of establishing a federation between Honeywell Infant School and Honeywell Junior School is that the existing Governing Bodies are dissolved and a new single Governing Body is formed. The Federation governing body will have two parent governor roles elected from across the Schools (Infants and Juniors). We therefore are writing to detail that a Parent Governor election will be taking place (see timetable below). Any parent currently in either the Infants or Junior School, or anyone who holds parental responsibility for a child in either School, is eligible to stand for election for these posts. The Governing Body should represent all sections of the school community and therefore we would encourage all parents to consider standing. There will be two sessions (see timing below) held on Friday the 6th of December in the lower hall, where interested candidates will have the opportunity to meet some existing Honeywell Governors to find out more about what being a Parent Governor involves. Alternatively, if you cannot make this time, I would be available to meet separately or introduce you to other existing Governors who would also be happy to talk – my contact details are below should you wish to do this.

If you would like to nominate someone or stand yourself, please return the registration of interest overleaf to the Returning Officer via the school office no later than 4.00pm on Wednesday the 11th of December. If you are nominating someone else, please ask them to sign the slip to indicate their willingness to stand. In the event that we receive more nominations than the two posts available, an election will be held. Any parent of a child currently attending either the Infant School or Junior School, or anyone who holds parental responsibility for a child attending either school, is eligible to vote.

Governors' responsibilities

The Governing body's responsibilities are split across the following categories:

Setting the strategic direction - Governing bodies are the key strategic decision makers in every school. Along with the Head Teachers, it is the job of the Governing body to set the school's aims and objectives around how the school will develop and improve. They set policies, formulate plans and agree targets to help the school achieve these objectives, as well as regularly reviewing their strategic framework in light of that progress.

Creating robust accountability - The Governing body is there to support and challenge the school's senior leadership team. They play a crucial role in holding the Head Teachers to account for securing the best possible outcomes for all pupils. By challenging key decisions, monitoring the school, reviewing data and asking pertinent questions, Governors aim to guarantee high standards in education and ensuring that the school's curriculum is ambitious, broad and being taught well. Governors also play a critical role in overseeing the safety and welfare of the pupils and staff.

Ensuring astute financial management – The Governing body sets the financial priorities through the school development plan, 3 year financial plan and the annual budget. They also monitor performance against the budget set, benchmark the school's finances and review how premises and contracts are managed.

General management – Governing bodies are responsible for the wellbeing of the head teachers, providing support and challenge when appropriate. They also help to appoint senior leaders in the school (including the headteacher), performance-review them, and make decisions about pay.

Overall, the role of a Governor can be described as monitoring and evaluating the progress of the school. This involves being curious, critical, and confident in asking difficult questions. As a Governor, you should be good at problem-solving, and prepared to give and take advice. You must also be professional – many of your decisions will be made in strict confidence. Being a Governor is a voluntary role.

Our Governing Body is structured into 3 committees: Resources, Pupil Welfare & Community and Curriculum & Achievement. For more detail on these together with Link Governor roles please see the school's website.

The commitment required

Governors play an important role in the school and parent governors will normally serve for a period of 4 years. Being a Governor involves a commitment of time and energy to the school, but you do not need any special qualifications. The important things are common sense and an interest in the school and local community.

Typically, Governors are member of at least one committee and are allocated responsibilities relating to their committees' areas of focus (becoming Link Governors when appropriate). There is usually an opportunity to get involved in the aspects of the school which interest you, or in which you have particular expertise. Training and support for Governors is provided by Wandsworth Council and your committee chair will provide mentoring to help you through the early days. The full Governing Body meets twice a term in the evening from 6.30-8.15pm. The committees meet either once or twice a term depending on the committee's responsibilities that term. Attendance of these meetings is monitored with the expectation that all governors attend the full Governing Body meetings together with their respective committee meetings. They meet either before or after work hours to enable working parents to get involved in the School even if they are not always around for school drop off or pick up. Our current Parent Governors, who include full time working parents, find this manageable. If you have any further questions which are not answered here or would like to talk to an existing Governor, please contact myself.

I will circulate voting details nearer to the date of the election, but for now you will find a timetable of arrangements below and a nomination form is attached.

Yours sincerely

Rebecca Horgan
Tel: 07710 502688
Email: Rebecca.critchley@gmail.com
Returning Officer & Chair of Resources Committee

TIMETABLE FOR ARRANGEMENTS FOR PARENT GOVERNOR ELECTIONS

Wednesday 27th November: Letter sent to every parent with a registration of interest form enclosed.

Friday 6th December: Announcement in the newsletter.

Friday 6th December at 8.15am and 9am: Coffee morning in the lower hall to learn more about becoming a Parent Governor.

Wednesday 11th December: All interested candidates should register their interest no later than 4pm. Need for election assessed and candidates notified by telephone.

Wednesday 18th December: Candidates' statements and photographs to be in the school office no later than 4pm.

Tuesday 7th January: Candidates' statement and election papers circulated to all parents.

Tuesday 7th January – Tuesday 21st of January: Election period. All votes must be cast by 4pm on Tuesday 21st of January.

Wednesday 22nd January: Candidates notified of results by telephone and public notification of election results on school website.

**REGISTRATION OF INTEREST FOR THE ELECTION OF PARENT GOVERNOR FOR THE HONEYWELL
SCHOOLS FEDERATION**

- 1) I NOMINATE MYSELF OR MR/MRS/MISS/MS

Full name of candidate _____

Telephone number(s) _____

Parent/Legal Guardian of _____

as a Parent Governor of the Honeywell Schools Federation .

Signature _____

Date _____

If you are nominating someone else, please ask them to sign below.

If you are nominating yourself please have your nomination seconded by another parent

- 2) I SUPPORT THE ABOVE NOMINATION.

Signature of candidate/seconder: _____

Parent of _____

Candidates will be contacted shortly and should be prepared to submit a photograph and a brief statement outlining what they hope to bring to the position if an election is required.

This form should be handed in to the School Office by 4pm on Wednesday the 11th of December.

We must advise nominees that all newly appointed Governors must complete a declaration confirming that they are eligible to serve as a Governor and that they will be subject to a full Disclosure & Barring Service (DBS) check.

All information that you supply will be treated in the strictest confidence and will be subject to the conditions of the Data Protection Act.