



2nd November 2018

Dear Parent,

The Governing Board of Barham Primary School has one vacancy for a parent governor. I am inviting interested parents to put themselves forward for this **voluntary** position.

If you are interested in applying, please fill out the attached form. Send the form (preferably via email) together with a description of not more than 200 words about yourself to me by 8th November (please email to admin@barham.brent.sch.uk)

If there is more than one parent nominated, I shall organise a secret ballot as soon after the closing date for nominations as possible. The Governing Board consists of the following categories of governors.

Category	Number of Governors
Parents	3
Local Education Authority members	1
Co-opted	8
Staff	1
Headteacher	1
Total	14

The Governing Board has two overarching responsibilities. First it must ensure that the curriculum is such that the children receive the best possible education to achieve high standards. Second, it is required to make this provision within the budget that it is allocated by the Local Education Authority.

As a consequence, the Governing Board, among other duties

- ***produces a School Development Plan;***
- ***develops policies (including a behaviour policy) and monitors their implementation;***
- ***allocates the budget to different areas of school work;***
- ***recruits high-quality staff;***
- ***has a Link Governor system to learn from and oversee how the school is doing on a day-to-day basis; and***
- ***promotes the school to the community (which comprises the parent-body) and represents the aspirations of the community to the school.***

The Governing Board meets at least three times a year (once a term) and does a considerable amount of work through the committees it has established which also meet three times a year (once a term). Governors have corporate responsibilities and powers. In other words, governors exercise their powers and responsibilities through the Governing Board and not individually.

I trust that this gives you a flavour of what the Governing Board is about. If you wish to know more, please do not hesitate to talk to me (telephone number 020 8902 3706). Our next Full Governing Board meeting is Monday 12th November 2018, 6.30pm at the school. Nominees are welcome to attend as observers.

Yours sincerely

Ms Karen Giles
 Headteacher

