

## Highfield Primary School



Highfield Road

Winchmore Hill

London N21 3HE

Tel: 020 8360 2149

Website: [www.highfieldprimary.co.uk](http://www.highfieldprimary.co.uk)

Email: [office@highfield-pri.enfield.sch.uk](mailto:office@highfield-pri.enfield.sch.uk)

Headteachers - *David Wilson B.A. (Hons)*

Deputy Headteacher–

*Stephanie Morton B.A. (Hons)*

*Louise Calder B.A. (Hons)*

**“Together we can achieve more”**

Dear Parents,

The governing body is responsible for both the conduct of the school and for promoting high standards. The governing body carries out its role by setting the vision for the school and then ensuring that the school works efficiently and effectively towards achieving its vision. It does this by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school, and by ensuring accountability and compliance. The governing body of our school is made up of parent governors, staff governors, local authority Governor and Co-opted Governors. **Two vacancies** have arisen for a parent governor on our governing body. One parent Governor has left the Governing body, leaving a vacancy, and another is seeking re-election. The governing body is asking you to nominate someone with parental responsibility for a child at the school. If it receives more than two nominations, then a ballot will be held.

Before you decide to nominate someone, or indeed stand yourself, you may want to know a bit more about what is involved. Governors need not be experts in the field of education. What they do need is an interest in the school and in the welfare of our children and the time and willingness to get involved. The skills you have can be very useful to the governing body. If you are someone with the required experience, would you consider applying? We are especially looking for people with the following skills: ICT, financial, analytical or statistical. Governors also need what is known as ‘soft skills’ – the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to question, and to make connections between different types of information. All governors are expected to be able to read straightforward budget reports and data on school standards.

Our governing body expects governors to

- attend one termly meetings of the full governing body
- sit on a committee and attend the meetings which are usually once a term
- visit the school formally for monitoring purposes at least once times a term/year
- visit the school informally at least once a year
- commit to attend training courses, perform additional research as required and take part in monitoring at least two areas within the school

In return, our governing body commits to

- provide you with a structured induction
- provide access to quality training.
- provide you with an experienced governor as mentor.
- provide informal feedback on your contribution to the governing body on a bi-annual basis

*“The Headteacher’s passion for ensuring all pupils receive an outstanding education is tangible in all aspects of the school’s work.”*

***Highfield Primary is an Outstanding School - Ofsted 2016***



Highfield Primary School



Highfield Road

Winchmore Hill

London N21 3HE

Tel: 020 8360 2149

Website: [www.highfieldprimary.co.uk](http://www.highfieldprimary.co.uk)

Email: [office@highfield-pri.enfield.sch.uk](mailto:office@highfield-pri.enfield.sch.uk)

Headteachers - *David Wilson B.A. (Hons)*

Deputy Headteacher–

*Stephanie Morton B.A. (Hons)*

*Louise Calder B.A. (Hons)*

“Together we can achieve more”

### **Process for Selection and Appointment of Parent Governors**

- As the parent, carer or other person with parental responsibility for a student at this school you have the right to both propose candidates and stand as a candidate yourself.
- If you decide to put yourself forward for the Parent Governor vacancies you will need to find two other parents/carers willing to propose and second your nomination. You will need to ask them to complete and sign the attached form.
- If more parents want to become Governors than there are vacancies, a ballot will be held. Ballot papers and details of the election process will be sent to all parents and carers eligible to vote.
  - If you put yourself forward and no ballot is necessary you will be elected unopposed from the day after the deadline for nominations passes.
- You are invited to provide a statement to support your nomination as a Parent Governor to not exceed 100 words. If a ballot is held this statement will be included on the ballot paper to help other parents decide who to vote for.
- If you are elected as a Governor your term of office will normally be 4 years. You can resign at any time. If your child leaves the school you can continue as a Governor until the end of your term of office.
- The enclosed nomination form must be returned to the Returning Officer not later than seven school days from the date this letter was passed to you by the school .
  - If you are elected you will be asked to apply for a Disclosure and Barring Service (DBS) enhanced disclosure.

If you would like to find out more about how you can contribute to governance at our email the school with your contact details and I will pass on your details to the chair, or one of our other governors, who will then arrange a time for a conversation.

If you would then like to apply please contact the school stating your wishes and an application will be sent to you. This must be completed and emailed to the school office between Wednesday 30<sup>th</sup> September and Wednesday 7<sup>th</sup> October.

Kind Regards

Mr Wilson

Headteacher

*“The Headteacher’s passion for ensuring all pupils receive an outstanding education is tangible in all aspects of the school’s work.”*

***Highfield Primary is an Outstanding School - Ofsted 2016***



Highfield Primary School



Highfield Road

Winchmore Hill

London N21 3HE

Tel: 020 8360 2149

Website: [www.highfieldprimary.co.uk](http://www.highfieldprimary.co.uk)

Email: [office@highfield-pri.enfield.sch.uk](mailto:office@highfield-pri.enfield.sch.uk)

Headteachers - *David Wilson B.A. (Hons)*

Deputy Headteacher–

*Stephanie Morton B.A. (Hons)*

*Louise Calder B.A. (Hons)*

*“Together we can achieve more”*



*“The Headteacher’s passion for ensuring all pupils receive an outstanding education is tangible in all aspects of the school’s work.”*

***Highfield Primary is an Outstanding School - Ofsted 2016***

