



Cotham School, Cotham Lawn Road,
Bristol, BS6 6DT
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Dear Parent/Carer

4 November 2016

Parent Governor Vacancy

Would you like to be more involved in your child's education? If you would, why not consider becoming a school Governor.

Cotham School currently has one vacancy on the Governing Body for a Parent Governor and, in accordance with the Articles of Association, elections will be held this term.

Since conversion to Academy status, Governors are now:

- Directors of the company for the purposes of company law
- Trustees of the Academy Trust for the purposes of charity law.

What do Academy Governors do?

The Governing Body meets at least three times (currently there are four scheduled meetings) in each Academy year to:

- Manage the business of the Academy, exercising the powers of the Academy Trust as set out in the Articles of Association in pursuance of the object of the Academy Trust.
- Ensure that high standards of corporate governance are maintained.
- Take a largely strategic leadership role in the running of the school, through strategic direction in accordance with the Terms of Reference (available on the school website):

Strategic direction:

- Policy development and strategic planning, including target-setting;
- Agreeing policies for sound management and administration of the Academy;
- Allocation of the Academy's financial, human and other resources;
- Setting performance targets;
- Agreeing the Academy Development Plan;
- Producing a scheme of delegation for the management of the Academy.

Ensuring accountability:

- Ensuring compliance with legal requirements;
 - Ensuring sound management of the Academy's finances and resources;
 - Setting the Academy's standards of conduct and values;
 - Holding the Headteacher to account for the performance of the Academy;
 - Establishing and maintaining a transparent system of prudent and effective internal controls;
- Accounting to parents/carers and other stakeholders for the performance of the Academy.



Cotham School: a charitable company limited by guarantee.
Registered in England: Company Number 07732888.
Registered Office: Cotham School, Cotham Lawn Road, Cotham, Bristol BS6 6DT

High level management:

- Delegating such powers and functions as they consider are necessary to the Headteacher for the internal organisation, management and control of the Academy;
- Ensuring training and induction of governors;
- Monitoring performance and the achievement of objectives, and ensuring that plans for improvement are acted upon.
- Making senior appointments, in particular the Headteacher, who is responsible for the implementation of all policies approved by the Governing Body and for the direction of teaching and the curriculum;

The school is very diverse and consequently the governing body would particularly welcome nominations from parents who represent this ethnic diversity. The school would also welcome nominations from parents or carers with professional experience in Health & Safety / Child Protection.

The skills and experience sought by the governing body of Cotham School are as follows:

- Governors from Minority Ethnic Groups or with a special understanding of these groups.
- Knowledge of Special Educational Needs
- Knowledge of Child Protection
- Health and Safety, risk assessment
- A qualified auditor, managing a people based service industry, managing a charity/not for profit organisation
- Experience of fundraising and an interest or willingness to engage with the alumni
- Experience of working for a charity
- Experience of income generation
- Finance and Budgeting

What do you need to do next?

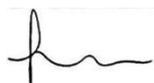
Read the section at the end of this letter which explains the process for appointing parent governors.

A nomination form is enclosed. Completed forms must be returned to the Returning Officer by **18 November 2016**.

For further information on what is involved in becoming a Parent Governor of an Academy, please contact Chair of Governors, Jim Bowyer chairofgovernors@cotham.bristol.sch.uk or Jo Butler, Headteacher headspa@cotham.bristol.sch.uk

If you decide to put yourself forward as a Parent Governor you will need to find two other parents willing to propose and second your nomination.

Yours sincerely



Jo Butler

Headteacher / Returning Officer

Process for Selection and Appointment of Parent Governors

- As the parent, carer or other person with parental responsibility for a pupil 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 vacancy you will need to find two other parents willing to propose and second your nomination. You will need to ask them to complete and sign section A of the enclosed 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 (see the enclosed nomination form). 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 four 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 office.
- The enclosed nomination form must be returned to the Headteacher not later than ten school days from the date this letter was passed to you by the school – i.e. **by 18 November 2016**.
- If you are elected you will be asked to complete a Disclosure and Barring Service check (previously Criminal Records Bureau disclosure).

TRANSLATIONS

If English is not your first language and you need a translation, we can get one for you.

ALBANIAN

Nëse anglishtja nuk është gjuha juaj amtare dhe keni nevojë për një përkthim, ne mund t'ua sigurojmë atë.

BENGALI

ইংরেজী আপনার মাতৃভাষা না হলে এবং আপনার কোন অনুবাদের প্রয়োজন হলে আমরা তা প্রদান করতে সক্ষম।

CHINESE

如果英文不是您的第一語言，而您需要翻譯的話，我們可以為您安排。

GUJARATI

જો તમારી પહેલી ભાષા અંગ્રેજી ન હોય અને તમને ભાષાંતરની જરૂર હોય તો અમે તમને તે આપી શકીએ છીએ.

HINDI

यदि अंग्रेज़ी आप की पहली भाषा नहीं है और आप को अनुवाद की आवश्यकता है तो यह हम आपको प्रदान कर सकते हैं

KURDISH

Heke îngilîzî zimanê we yê yekem nîne û pêwîstiya we bi wergêr heyê, em dikarin yekî ji we re bibînin

POLISH

Jeżeli język angielski nie jest Twoim językiem ojczystym i wymagasz tłumaczenia, możemy to zapewnić.

PORTUGUESE

Se o Inglês não é a sua língua materna e precisa de uma tradução, nós podemos obtê-la.

PUNJABI

ਜੇਕਰ ਇੰਗਲਿਸ਼ ਤੁਹਾਡੀ ਪਹਿਲੀ ਭਾਸ਼ਾ ਨਹੀਂ ਅਤੇ ਤੁਹਾਨੂੰ ਦੁਬਾਸ਼ੀਏ ਦੀ ਜ਼ਰੂਰਤ ਹੈ ਤਾਂ ਤੁਹਾਡੇ ਲਈ ਅਸੀਂ ਇਸਦਾ ਪ੍ਰਬੰਧ ਕਰ ਸਕਦੇ ਹਾਂ।

SOMALI

Haddii Ingiriisku aanu ahayn alkaaga kowaad oo aad u baahan tahay turjumaad, annagaa kuu samayn karra.

URDU

اگر انگریزی آپ کی پہلی زبان نہیں ہے اور آپ کو ترجمہ کی ضرورت ہے تو ہم آپ کے لئے فراہم کر سکتے ہیں۔

VIETNAMESE

Nếu quý vị không thạo Anh văn và cần bản dịch, chúng tôi sẽ giúp quý vị một bản.