26th April 2018

Dear Parents,

An important message from TBS Board of Governors
Invitation to stand for election as Parent Governors 2018-21

For the academic year 2018-19 there are three vacancies for Parent Governors. As per the TBS Constitution, we will be asking interested parents to stand for election. **TBS Governors are elected to serve for a 3-year period.**

Being a TBS Governor requires attendance at meetings approximately one evening a month (usually Tuesdays from 6-8pm). It is important to attend regularly to ensure continuity and enable us to build a strong collaborative Board of Governors team. There is also a large amount of information to digest initially and a commitment to undertake Governor induction, which takes around half a day in school.

The Board also benefits from sub committees that work on the following areas and Board members play active roles in one or two of these:

- Finance
- Human Resources
- Buildings and property
- TBS Community
- Legal
- Vision & Strategy

The terms of reference for a Parent Governor are fully described in the constitution of The British School, which is available on the school website. However, this extract outlines the key functions of the Board:

*The Board of Governors shall formulate policies containing details of all of its functions, duties and powers and the way in which they shall be carried out and exercised. These policies shall cover, amongst other things:*

(a) approval of the School budget, general finance, banking procedures, accounting and auditing of accounts

(b) approval of the School Development Plan to be prepared by the Principal, and overseeing its implementation

(c) approval of all other policies and regulations prepared by the Principal

(d) responsibility for the curriculum and other teaching matters

(e) selection and appointment of the Principal and procedures for their appraisal

(f) the staffing complement and the overall procedures for appointing and dealing with staff

(g) arrangements for admission of pupils to the School
(h) approval of policies and procedures relating to staff and pupil discipline and grievances and their operation
(i) management of the property of the School generally, including health and safety, security and insurance
(j) training of Governors, and appraisal of its own performance against pre-determined goals.
(k) handling of complaints from parents about any aspect of the conduct of the School

In carrying out its functions and duties and exercising its powers, the Board of Governors shall consult with the Principal except where this is impossible, or where the interests of the Principal are involved.

The Board of Governors shall perform its duties and exercise its powers at all times with a view to promoting high standards of educational achievement at the School.

Nomination forms for Parents are available at the school Reception and online. The form needs to be completed along with the personal data of the nominee and returned to the school office by Friday, 1st June before 4pm addressed to the Human Resources Manager, Ms. Nazma Shakya. Prospective candidates need to be nominated by two other parents and are also required to write a brief summary saying something about themselves and what they feel they could bring to the school as a Governor. A ‘Suggested areas to focus on’ sheet is attached here.

We will invite all candidates to speak to parents and to provide a concise summary of their suitability on Friday, 8th June at 8.20am in the hall and anyone who cannot be present should record a short 2 minute video to show to parents on the day. So that all parents (including those who cannot be present on 8th June) can vote in an informed way we will video record all speeches and send a link to all parents. We will send the details of all nominations together with the ballot sheets to all parents on Friday, 9th June. Votes must be returned by Final Election on Thursday 14th June before 8.20am.

Ballot boxes will be available in the Primary Reception area for parents and staff who wish to vote before Final Election. Votes will be counted on Thursday 14th June at 8.20am and all parents will be informed of the results in the weekly newsletter.

Yours sincerely

Professor Tim Gocher
Chair of Board of Governors