23rd May 2016

Dear Parents,

An important message from TBS Board of Governors
Invitation to stand for election as Parent Governors and Non-Parent Governors
2016-19

For the academic year 2016-17 there is one vacancy for a Parent Governor and two vacancies for Non-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 governor requires attendance at meetings approximately one evening a month. It is important to attend regularly in order 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 would include at least one full day in school, would be required.

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

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 as a whole:

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 any Vice-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 Parent and Non-Parent Governors are available at the school Reception and online. These need to be completed along with the personal data of the nominee and returned to the school office by Tuesday, 7th June before 4pm addressed to the Secretary for the Board, Mrs Tumika Sthapit-Priest. 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. Suggested areas to focus on is attached herewith.

We will invite all candidates to speak to parents and to provide a concise summary of their suitability on Friday, 10th 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 10th 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, 10th June. Votes must be returned by Final Election on Wednesday, 22nd 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 Wednesday, 22nd June at 9am and all parents will be informed of the results on Thursday, 23rd June in the weekly newsletter.

Yours sincerely

Ms. Kirsteen Merrilees
Chair
Board of Governors