

HENDON SCHOOL

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'Learning Together Across the World'

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Dear Parents/Guardians

Governing Board: Election for Parent Governors

I invite you to consider putting yourself forward for election as a Parent Governor on the Governing Board.

Becoming a governor is a highly rewarding and worthwhile experience. Effective governors do not need educational expertise but do need to be committed, willing to ask questions and offer appropriate challenge and support. Their input on issues such as finance, site management, welfare, marketing and curriculum development will help to influence and improve school performance. They also need to be an enthusiastic member of the Board with the aim of raising and maintaining high educational standards for all children. They are asked to act with integrity, honesty and objectivity and act at all times in the best interests of the school. As an Academy school, the Governors are employers of all staff who work on the site and the school owns its own land. This brings great responsibility. The prime focus of the Board is to develop the school's strategic direction, be accountable to stakeholders and to ensure that financial resources are spent appropriately.

Governors also have a number of opportunities to access training to develop and enhance their knowledge and skills. They are elected or appointed to bring the experience of that individual member of the board. Once elected, parent governors are a representative parent but not a delegate. This means they are not expected to report back to parents on any matters relating to the school or Governing Body without prior consent from the Board.

The Governing Body welcomes all nominations. Skills and experience are particularly welcome in: law, governance, marketing and PR, premises and buildings management and development, commercial, income generation, data analysis, finance management, local community knowledge, community services, human resource management. The main requirement is that candidates are keen and committed to serve, irrespective of skills and/or experience. Further information about the role can be gained by visiting the school website and/or the NGA website and DfE Governance Handbook at

<https://www.nga.org.uk/Be-a-Governor.aspx> and <https://www.gov.uk/government/publications/governance-handbook>

The Board hopes that many of you will respond by completing the nomination form below. Candidates may either self-nominate or be seconded by another parent/guardian of a pupil registered in the school. If the latter, both the proposer and seconder should indicate their support for your candidate by signing the Nomination Form. Completed forms should be emailed to Karen Goodall at GoodallK@Hendonschool.co.uk by 9am, Monday 8th December. Nominees are requested to submit a profile of **up to 150 words** which will be circulated with the voting papers should a ballot be necessary.

The Board Hopes that you will consider standing as a governor yourself or nominating someone else. If you wish to discuss the role, in confidence, with a serving member of the Governing Board please contact Paul Maynard, maynardp@hendonschool.co.uk

Yours Sincerely,

Paul Maynard

Vice Chair Governors

The role of the school trustee



All schools rely on the willingness and goodwill of trustees to give their free time to help schools develop and implement developmental ideas.

The Governing Board works closely with the Headteachers to achieve high standards for all the school's students.

A Trustee's role can be described as being the critical friend of the school. Whilst being strong supporters and advocates of the school, it is essential that the Governing Board acts impartially in scrutinising the work of the school and bringing a parental, business and community perspective to the educational planning process. Trustees monitor and should challenge, ask questions and seek information.

A key part of the role is to help with the medium and long-term planning process. The development of a strategic plan is a shared responsibility of the Trustees and the school community.

In addition to Parent Trustees, who are elected by other parents whose children attend the same school as their own, there are other categories of trustee:

- Staff Trustee— elected by teaching/non-teaching staff;
- Community Trustees — appointed by members of the Board;
- Co-opted Trustees — appointed by members of the Board of The Headteacher

Apart from the full Governing Board, there are also a number of Committees with delegated authority. The Committees cover areas such as audit, curriculum, finance and general purposes, staffing and student welfare. Trustees will serve on at least one of these Committees in addition to the full Governing Board.

Trustees are encouraged to maintain strong links with staff and to work with departments. They are encouraged to visit the school. Such visits might include the following:

- Attending departmental meetings and departmental events (all trustees have a link role with an area of the school)
- Meeting with students
- Attending school events and social occasions

Being a trustee is a responsible, rewarding and sometimes time-consuming job. To help you decide, you may wish to speak to a current trustee or to the Headteacher. The following specific points may be helpful to you.

1. The term of office is currently four years.
2. Trustees should get to know their schools on a first-hand basis; will make decisions corporately which will influence and shape children's education; and, through their commitment, experience and skills, help schools to develop.
3. The kind of decisions that trustees make will include the following: setting suitable aims and the strategic framework for the Academy; agreeing educational priorities with the Headteacher and the staff; sharing with

the Headteacher and staff responsibility for the curriculum; ensuring that the agreed curriculum is taught and that targets for student achievement are set; setting and monitoring the budget; overall responsibility for staffing decisions; approving school policies; appointing school staff; preparing an annual report.

4. Trustees are expected to give up some time to the following: Attending meetings of the Governing Board at least once a term, twice in the autumn term; reading papers in preparation for these meetings; taking part in termly committee meetings, attending annual strategy days; serving on appointments and appeals panels from time to time; attending school functions; attending training and development sessions; keeping themselves informed of both national and local policies and priorities for education.

5. Trustees are strongly encouraged to participate in induction training and other training opportunities available as well as a range of online training including Prevent and Safeguarding.

6. Being a trustee is an opportunity for personal development and mental stimulation; the satisfaction of being part of a dedicated team; the opportunity to meet new people; interesting and rewarding work; fulfilment from helping young people.

7. The Academy governance is determined by the Articles of Association. However, academies are still subject to the law on employment, equalities, admissions and special educational needs and are required to follow the same rules over pupil exclusions as maintained schools; Academies have an Academy Trust which is responsible for the land and assets of an academy. Academy trustees are the direct employers of staff, have direct health and safety responsibilities, are the school's admission authority and are responsible for ensuring an annual external financial audit.

8. All academies are charitable companies limited by guarantee and as such have a Trust Board. The academy trust is responsible for the running of the academy and has control over the land and other assets. Any charitable Board has two groups involved in the corporate governance of the organisation: Directors and Members. It is usual for all existing trustees to become 'Directors' (also known as 'Trustees'). Some or all of the governing Board also become 'Members' of the Trust Board. Members have a number of additional statutory rights such as the right to appoint Directors and receive accounts.

All Trustees are appointed and/or elected subject to Disclosure & Barring Service checks and identity checks carried out by the school. Trustees, academy trust members, academy trustees will be published on the DfE Get information about schools' website. More information can be found at <https://www.get-information-schools.service.gov.uk/>

9. As an academy, Trustees serve as Trustees of the Hendon School Academy. Information about Trustees is published on the Companies House website and include:

- Full name (including title)
- Appointing Board (for example board, foundation, parents etc.)
- Date of appointment of Date term of office ends (or ended, if this was in the last year)
- Occupation

Further information can be found at <https://www.gov.uk/government/organisations/companies-house>

HENDON SCHOOL

ELECTION OF PARENT GOVERNORS - NOMINATION FORM

I hereby nominate SURNAME _____

FIRST NAME _____

Please delete as appropriate: Dr/Mr/Mrs/Ms/Miss

ADDRESS: _____

EMAIL. _____ MOBILE PHONE NO _____

PHONE NO (HOME) _____ PHONE NO (WORK) _____

who is parent/guardian of (Name/s) _____

Nominees are permitted to self-nominate or be nominated by a parent/guardian of a student on roll.

PROPOSER	SECONDER
Name:	Name:
Address:	Address:
Name of child: Date of birth of child:	Name of child: Date of birth of child:
Signature:	Signature:

This form should be submitted to Karen Goodall goodallk@hendonschool.co.uk by 9am on Monday 8th December 2025.

Nominees should attach a short statement of **not more than 150 words** explaining why they wish to become a Parent Governor. If more nominations are received than there are vacancies, an election ballot will be held and all personal statements will be sent to all parents/guardians of registered pupils to enable them to vote. Proposers and seconders must be parents/guardians of registered pupils at the school.

Procedure for the election of a Parent Governor

The Articles of Association sets out in Article 57 the Parent Governor election arrangements and available on the School website.

1. The election process will be undertaken by the Headteacher or Headteacher's nominated representative, and Clerk to the Governors. All parents, foster parents, guardians and carers of children who are registered pupils at the school are eligible to nominate and to vote candidates in the election.
2. When a vacancy arises, a Notice of Election letter will be prepared by the Clerk in consultation with the Headteacher, and distributed to parents. If there are fewer, or the same number of candidates as there are vacancies, these candidates will be declared elected.
3. If there are more candidates than vacancies then a vote, by secret ballot will be taken. A ballot paper will be distributed to each person entitled to vote. No person is allowed more than one vote per vacancy regardless of the number of children he/she has at the school. The ballot paper will state the maximum number of candidates the voter may vote for.
4. The Clerk will distribute details of the candidates and the procedure for the ballot. Each candidate is required to provide a short profile (up to 150 words) about themselves on the nomination form prior to the election. The paperwork should also make clear the date and time by which the ballot papers must be placed in the ballot box and should be in a conspicuous but secure place.
5. As soon as possible following the election, at a time stated on the Ballot Paper, the Clerk and Headteacher or their nominated representative shall conduct the count. Candidates or their representatives may attend as observers. The Clerk will declare the result. Ballot papers will be held securely until the count occurs and may be disposed of after a further period of six months.
6. The Clerk and Headteacher (or nominated representatives) will decide which papers are 'spoilt' on the basis that if the candidates present at the count (or their representatives) agree that the voter has not indicated clearly whom they wish to support, the paper is regarded as 'spoilt'. If all candidates can agree upon the candidate whom the voter has intended to support, then the vote will be counted as good. Decisions about 'spoilt' papers will be made before the votes are actually counted. In the event of a dispute about a voter's intention the Headteacher's (or nominated representative) decision is final.
7. In a contested election, whether it be for one or more Governors, the principle of "first past the post" shall operate. The candidate(s) with the highest number of votes shall be declared duly elected.
8. It is at the discretion of the Headteacher or their nominated representative as to whether or not a recount of votes cast should take place.
9. In the event of an equal number of votes being cast for candidates the Clerk shall draw lots to decide which of the candidates shall be elected.
10. Once it is known who will fill the vacancy(ies), notification of the result will be issued.
11. The period of office for Parent Governors is four years.
12. Vacancies for Parent Governors will arise at any time throughout the year. Some Parent Governors serve their full period of office, others leave the post before that time. The timing of the election for Parent Governors is a matter for each Headteacher in consultation with the Governing Board.