

Junior School

Infant School

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High Down Schools

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Executive Headteacher  
Mrs A Cowan

## High Down Schools

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5 September 2018

Dear Parents and Carers

### ELECTION OF PARENT GOVERNOR

Further to our notification of a parent governor vacancy, three parents/carers wish to be considered for election as a Parent Governor:

- (1) **Hannah Jones** parent of Harrison (*Year 5*) and Isabella (*Year 2*)
- (2) **Elaine McLaren** parent of Lola (*Year 1*)
- (3) **Adam West** parent of Barnaby (*Reception*)

Each parent has provided a profile and statement for your information (*at the end of this letter*).

As there are more candidates than the single vacancy, there will be an election by secret ballot. All parents and carers of current pupils at High Down Infant and Junior Schools are entitled to vote; this includes the candidates themselves. Each parent/carer has one vote, regardless of the number of children that they have in school. The candidate who receives the most votes will be elected. In the event of a tie, lots will be drawn.

Ballot papers (on paper) are being sent home today with children. Completed ballot papers should be placed in the ballot box **by 3.30 pm on Wednesday 19 September 2018**. The ballot box will be available at the schools' reception desk from **Thursday 6 September 2018** between 8.30 am and 3.30 pm each school day until voting ends. If you are not able to vote in person, then you may post your completed ballot paper, marked for the attention of "The Returning Officer" to the schools address.

We hope that all parents and carers will take part in this election and look forward to welcoming our new parent governor. The outcome will be notified to parents and carers after the ballots cast have been counted on Thursday 20 September 2018.

Yours sincerely

**Andrey Cowan**  
Executive Headteacher

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## **Statements Provided by Parent Governor Candidates**

### **Hannah Jones**

I am a parent with a son in Year 5 and a daughter in Year 2.

I have worked for Bristol City Council in Adult and Child Safeguarding for the last fourteen years, gaining significant experience working with multi-agency professionals, schools and families. I also have significant experience working for a Governing Board at another school, providing assistance to their committees.

During my time as a parent at High Down Schools, I previously held the role of Secretary to the Infant PSA, and I now support the Junior School as Treasurer of the Friends of High Down Junior School. I work four days a week, so am limited in the help I can offer in the classroom, hence I considered other ways of helping the school. The Treasurer role has been challenging and interesting. I appreciate working with members of the school staff and seeing the children benefit from the hard work and fundraising undertaken.

I enjoy learning, particularly around children, and actively support my children in their learning journey at High Down Schools. I am passionate about working with the school to achieve all possible for the children, and would like to become a "critical friend" to the school with the aim of challenging (as necessary) and upholding the excellent work of the Governing Board, and strengthening the working relationships between Governors and Staff and the Senior Leadership Team, to make the school the best it can be.

### **Elaine McLaren**

As a parent of two children, one at High Down already and the other to join in two years, I have a great interest in the governance of the schools. Education is paramount to our children's development and relies not only on the quality of the teaching staff, but on the leadership of those staff and the most effective use of precious financial resources.

I am an Accountant and have many years business advisory experience, working with businesses of all sizes in many different sectors. This work includes not only review of financial performance but also advice on strategic direction and governance. I have also spent time working for an Accounting Governing Body, where, amongst other duties, I was responsible for holding accountancy firms to account for the training and performance management of their staff, as well as assessing skills and experience of individuals wishing to fulfil senior roles within such businesses.

I believe I have a lot to offer the Board and hope to have the chance to contribute.

### **Adam West**

As my son Barnaby started at High Down Infant School in September this year, I am keen to not only be informed about this learning and development as a parent, but to be involved in it as a parent governor. I believe being directly involved as a parent governor is a great way to be engaged in the running of the school, setting the future vision for it etc. I am also keen to learn about the multiple disciplines and challenges the school board of governors has to manage to keep High Down improving and providing the best possible learning for its children, in the best possible environment.

I believe I can make a contribution to the board of governors due to my career to date, and personal experience. As a current project manager at Airbus and previously with Ford Motor Company, I have sixteen years management experience of budget control, resource profiling, managing suppliers, reporting, business strategy, and driving delivery against targets etc. All of which I believe will leave me in good stead to offer appropriate recommendations or support to the board of governors. I have also been a vice captain of the Bristol Aerospace Golf Society with recommendation for captaincy.

Having moved to the local area from central Bristol last year, I also believe this is a good opportunity to meet some new people with a similar interest in supporting High Down School. I look forward to the opportunity of contributing to this core pillar of the local community.