

The British School - Muscat

'An Outstanding School' - Inspectors 2009

Founded under Royal Charter, 1973



9th September 2009

Election of Two Parent Governors to the Board of Governors for 2009/2010

Introduction

Currently there are two governors serving on the Board of the British School – Muscat who are directly elected from amongst the parent body. Both of these positions will be due for re-election at the start of the current academic.

Protocol

In accordance with the protocol for Elections for the Role of Parent Governor (see Appendix A) nominations are invited from interested parents to take up this role. Please note that parents who have already served as a parent governor may seek re-election for a further term of office.

Action

If you wish to put your name forward as a candidate for the above vacancies please follow the procedures set out at Appendix B.

Yours sincerely,

Warwick Hardy
Clerk to the Board of Governors

MEMBER OF THE EUROPEAN COUNCIL OF INTERNATIONAL SCHOOLS

P.O. Box 1907, Ruwi 112, Sultanate of Oman. Tel: (+968) 24600842 Fax: (+968) 24601062

E-mail: admin@britishschoolmuscat.com Website: <http://www.britishschoolmuscat.com>

APPENDIX A: Protocol for Elections for the role of Parent Governor

Under the conditions attached to the Royal Charter, the Board of Governors may, at its discretion, co-opt parents to serve on the Board. Their role is to provide a view as a parent to the Board and carry out the duties of governance in accordance with the guidelines laid down for all Governors. Parent Governors are elected by the parent body and serve a two-year term of office.

Upon notification of a vacancy any person wishing to offer him/herself as a candidate for election must complete a nomination form, which can be collected from the School Office. Three sponsors are required together with a supporting statement and photograph.

The closing date for nominations must be stated.

To be eligible for election, and to be sponsored;

- School fees must have been paid up to date.
- The candidate must be a parent or legal guardian of pupils/students currently attending the School, but must not be an employee of the School, or hold diplomatic status.
- Sponsors must be a parent or legal guardian of pupils/students currently attending the School, but must not be an employee of the School.
- No person may sponsor more than one candidate and no person may offer themselves as a candidate and then sponsor either themselves or another candidate.

In case of more candidates being put forward than positions available, an election will take place during the week following the closing date for nominations.

Ballot papers together with supporting statements from all candidates are circulated to all parents together with details of eligibility to vote. These are;

- School fees must have been paid up to date.
- The family must be parents or legal guardians of pupils/students currently attending the School, but must not hold diplomatic status.

There is one ballot slip per parent.

Each voter may vote for as many positions as are available, e.g. if two positions are available they may vote for two persons.

The closing date and time for voting must be stated.

Parents may place their ballot paper personally, in the School Office, or deliver them by means of their child's tutor/teacher. It is encouraged that ballot papers are placed in envelopes, to maintain confidentiality, but papers will be accepted without.

Ballot papers are collected in a locked box in Reception, the key to which will be held by the nominated impartial observer. *

Counting is scheduled by the returning officer, the Clerk to the Board of Governors, who is responsible for managing the election process, and the nominated impartial observer. * The ballot process is regarded as being extremely confidential and ballot papers are disposed of 72 hours after counting.

*The nominated impartial observer will ordinarily be the Presidents Representative, or in his absence another member of the British Embassy.

The aim of the voting process and the means of placing a vote is to make the process as accessible to all as possible, and to encourage the widest and most representative portion of the School community to participate. It also recognises the need to be transparent without becoming administratively unwieldy or time consuming.

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APPENDIX B: Procedure for applying for the Parent Governor vacancy.

Please complete the form, with the signature of three sponsors, and return it to Mrs. Angela Bham in Reception by **8am on 27th September 2009**, together with a supporting statement and a photograph.

The eligibility criteria for candidates and those sponsoring them are as follows:

- School fees must have been paid up to date.
- The candidate must be a parent or legal guardian of pupils/students currently attending the School, but must not be an employee of the School, or hold diplomatic status.
- Sponsors must be a parent or legal guardian of pupils/students currently attending the School, but must not be an employee of the School.
- No person may sponsor more than one candidate and no person may offer themselves as a candidate and then sponsor either themselves or another candidate.

Nomination for post of Parent Representative to the Board of Governors

NAME OF PERSON NOMINATED: _____

Proposer: 1.Name _____
Signature _____
2. Name _____
Signature _____
3. Name _____
Signature _____

Date: _____