

Leaffield C.E. Primary School

The Green, Leaffield, Witney, Oxfordshire, OX29 9NP

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Headteacher: Mrs Faye Dean



1st November 2023

Dear Parents/Carers,

Election for a Parent Governor

The Governing Body are pleased to tell you that they have received three self-nominations for the position of Parent Governor.

You will find within this letter ballot papers for your household and a pen portrait from each candidate for you to make an informed choice when voting.

Every parent or carer of a pupil at the school may cast a vote in this election.

Your vote will be anonymous, but in order for that process to work please closely follow these instructions:

- 1) On your ballot paper mark a cross in the box for your chosen candidate you may only vote for one (*please do not write your name on the ballot paper*).
- 2) Place your ballot paper in an envelope, seal the envelope.
- 3) On the envelope, write your name (or names if, for example, you are returning two ballot papers from your household e.g. Mr Smith and Mrs Smith), pupil name, and reference. (The envelope will be opened and discarded by the returning officer, so voters remain anonymous).
- 4) Hand your envelope to the school office.

Example of what to write on your envelope as below:

To: Leaffield School Office

Ref: Parent Governor Election Ballot Paper/s

*From: Mr Smith and Mrs Smith, parent/carer of
Master Smith in year 2*

- 5) Return the envelope to the school office where your names (as printed on your envelope) will be checked off against the list of eligible voters.

Deadline

The deadline for votes to be cast is **Monday 13th November no later than 3.30pm.**

Returning Officer

All ballot papers will be securely collected by the school office and remain unopened. On a date to be agreed, the returning officer, Helen Roberts (clerk to the governors), will open the ballot envelopes and count the votes. During this process the count will be monitored by a member of school staff. Candidates will be invited to attend the count.

If you have any queries about the process, do not hesitate to contact me
clerk.governors@leafield.oxon.sch.uk. We look forward to receiving your ballot papers.

Yours sincerely,

Helen Roberts

Clerk to Governors

Pen Portraits Submitted by the three candidates:

Sarah Brockman:

No pen portrait submitted.

Toby Perry:

My name is Toby Perry, my son joined Leafield in his reception year and is currently in year 4. I would relish the opportunity to join the governing team to help ensure that Leafield School continues to grow and develop, making the most effective use of all available resources, allowing pupils to maximise their potential in a safe, happy and nurturing environment.

I am an Assistant Bursar at an independent school in Oxford, responsible for operations as well as a member of the Senior Management Group. The School has over 1000 pupils, aged 3-18. I believe that my day-to-day responsibilities combined with my knowledge of education leadership, give me the experience, skills and understanding that the governing board are seeking.

- **Personnel and recruitment** - I manage the heads & directors of numerous departments responsible for setting strategic plans, performance management, team building, staff recruitment and retention and wellbeing. I'm also trained in safer recruitment for schools.
- **Finance** - Planning, allocating and managing operation and staffing budgets. I have been responsible and led on various large capital projects.
- **Risk Management** - I am the lead for the risk management committee and several areas of compliance including: health and safety, fire safety, data protection, physical and data security, food safety & allergens, contractor management and appointment and inspection compliance having led these through two successful ISI inspections.
- **IT** - I have management of the IT team and have a leading role in the IT strategy group responsible for systems, software and hardware. Recently I managed the implementation of the new school digital standards and Keeping Children Safe in Education changes for filtering and monitoring.

Other areas of my role include: community partnerships, commercial income, parental engagement, auditing and inspections. My current role allows me to be flexible so I am able to attend governor meetings and commit time to the school during the day.

Previously, I was an operational officer in Oxfordshire Fire and Rescue Service. I undertook various management roles including running the learning and developing a team, an area I have always had a passion for.

I have lived in Oxfordshire all of my life where I attended a local state primary and secondary school. Outside of work, I am a member of the Witney Rugby Club Committee where I regularly play for a local team. I am also a committee member of a local charity which runs village events to raise funds for local causes.

Hannah Saxel:

I have been a parent of Leaffield School for 7 years and currently have a child in Year 2. I have committed to supporting the school in the past by taking on the role of Treasurer for Friends Of Leaffield School for a number of years, and as an occasional parent helper.

I am keen to continue to support the school and I see the Parent Governor role as the ideal opportunity. I believe many of the skills I use in a professional capacity will transfer to those attributes desirable of a school governor.

I have a law degree and have worked as a Chartered Accountant for over 20 years, advising many small and medium sized businesses and their owners. I am able to compile, read, understand and analyse financial, contractual and legal documents.

In my current role as practice manager, I work alongside the board setting the strategic direction for the company, and helping to implement and execute strategy whilst remaining sympathetic to the values and culture of the organisation. I am responsible for building the financial forecast and assessing resource requirements. I sit at board meetings and am involved with the decision making process at top level.

I support the development of staff at all levels by working with the management team to execute staff performance reviews. I recruit and onboard new members of staff to enhance and support our current team.

I am quality control officer for our audit service which requires the monitoring and review of our systems and controls, performing risk assessments and working with external parties to help maintain and improve our standard of quality.

I previously sat as Chair of Leaffield Preschool where I gained an insight into the education sector. During that time I undertook Safeguarding training and liaised with OFSTED.

On a personal level I am committed to personal growth. I believe I have the time available to dedicate to learning, training and executing my role. I work part time and have some time during the week to attend courses and visit the school. I would love the opportunity to work with other members of the community and learn new skills whilst developing my current skill base in a new area.

I appreciate you taking the time to read my statement, thank you.

BALLOT PAPER Leaffield CE Primary School Parent Governor Election

VOTE FOR ONE CANDIDATE ONLY

1	Sara Brockman	
2	Toby Perry	
3	Hannah Saxel	

- 1) To cast your vote, place an X in the box next to your preferred candidate.
- 2) Do not write your name on the ballot paper.
- 3) Place the ballot paper in an envelope, write your name on the envelope so that it can be checked against the list of eligible voters. (The envelope will be opened and discarded by the returning officer, so voters remain anonymous).
- 4) Deliver your ballot to the school office.

All ballot papers must be received by 3.30pm on Monday 13th November 2023.

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