



28th February 2019

MIGS/ADM/PRC/PS/2019-0065

Dear Parents/Guardians

RE: PARENT GOVERNOR ELECTION

MIGS is seeking to appoint a Parent Governor to the Board of Governors. We are seeking a candidate who we feel represents the best interest of the School and our students as we move forward into 2019. A Parent Governor is elected by and from the parents or guardians of children currently attending our School. He/she will serve a one-year term of office and is expected to bring a very important and valued perspective to the work of the governing board.

Further information on the role can also be obtained through the school Principal.

Our governing board has a vital role to play in making sure every child receives the best possible education. This is achieved by ensuring that our governors have the necessary skills and a firm commitment to contribute to the effective governance and success of the school. Of course, the skills brought forward by any candidate that the governing board needs may vary from time to time, but it is essential to include personal qualities and capabilities, such as the capacity and willingness to learn and work as part of a team. It is expected that elected governors will make use of the various meeting opportunities available to them, will work proactively in promoting the school and the welfare of students, and will play a full part in the work of the governing board as we work towards our goals.

A brief description of the Parent Governor role is also attached with this letter.

If you are interested in serving as a Parent Governor, please apply, through email, for Nomination Form (**Form A**), Candidate Information Form (**Form B**) and Candidate Personal Statement (**Form C**) to the Principal (steve.west@migs.edu.my).

The following serves as a guide:

Who is eligible to be nominated as candidate

- Parents or as the case may be, guardians of students currently enrolled can be nominated and stand for election.
- Nominated candidates must normally reside in Malaysia.
- Parents or as the case may be, guardians cannot self-nominate himself/herself.





- Parents or as the case may be, guardians or their spouses who are currently in the employment of MIGS cannot be nominated.
- Each nomination must be put forward by a proposer and supported by a seconder who are parents of students currently enrolled at MIGS.

Criteria for Nomination

The following criteria which are not exhaustive are considered essential and serve as guide for the nomination of a Parent Governor candidate:

- Analytical skills and the ability to understand written and numerical data
- The ability to establish and maintain excellence in communications with all stakeholders
- Leadership background
- Proven background in managing others and conflict resolution
- Worked in a team environment
- An understanding of the role of school governor in an international school setting
- Strong desire to work for the benefit of children
- Proactive in developing strategies for the needs of students
- Positive in the ability to share ideas and strategies with limited resources
- Have an appropriate level of awareness to sensitive and confidential information
- An enquiring mind seeking to add value to school's vision and mission

Please note that all nominations must be returned to the Principal by 20th March 2019.

Yours sincerely

STEPHEN WEST
Principal



MUTIARA INTERNATIONAL GRAMMAR SCHOOL

28th February 2019

MIGS/ADM/PRC/PS/2019-0064

ELECTION OF PARENT GOVERNOR TO BOARD OF GOVERNORS,

Brief Role Description of a Parent Governor

Key Role

The key role of a Parent Governor is to work with the Board of Governors on a collective basis to:

- contribute to robust discussions on the strategic direction and priorities of the School.
- hold school leadership accountable for
 - a) student performance;
 - b) the performance management of school staff; and
 - c) the performance of the School as an organization.

Other roles and responsibilities of a governor are set out in the Instrument of Governance.

As you become acquainted with the School, and depending on your experience and expertise, you could volunteer to serve on a board standing committee or ad-hoc committee. Your role does not include chairing committee meetings.

It should be noted that a parent governor does not serve as an advocate of parents to the Board of Governors.

Your role as a Parent Governor is strictly on a voluntary basis.

Expectations

As a Parent Governor you are expected to:

- attend board meetings and board committee meetings where you have been nominated or have volunteered to serve
- inform Board Secretary in advance if you are unable to attend board meetings
- attend School events and activities if your work/ personal schedule and time permits
- Act in the best interest of the School and its community

- Behave in a professional manner including acting in strict confidence in relation to matters discussed at Board meetings
- Sign a non-disclosure agreement with the School
- Read and agree to the disqualification regulations.

Tenure

One (1) year from the date of appointment

Board Meetings

The Board of Governors meets at least six (6) times during the school academic year. In addition, meetings of the board's standing committees or ad-hoc committees may be called at such time as deemed necessary.

Board meetings are normally scheduled once in every two months on a Saturday and are held in the School.



MUTIARA INTERNATIONAL GRAMMAR SCHOOL

ELECTION OF PARENT GOVERNOR TO BOARD OF GOVERNORS, NOMINATION FORM

Name of Candidate: Mr./Ms.....
(in capital letters)

Home Address in Malaysia
.....
.....

Contact Phone (Office).....(mobile).....

Email

Please tick✓

I declare that I have a child enrolled at the School and that I am eligible and willing to serve as a Parent Governor for 12 months.

I declare that I have read and understood the disqualification criteria.

I understand that the post requires me to attend regular Board Meetings, events and activities when called upon to do so.

Statement by Candidate

I am willing to stand as a candidate for Parent Governor to Board of Governors, Mutiara International Grammar School Board of Governors. My Personal Information is attached in **Form B**.

Candidate's Personal Statement: Please read and comply with **Form C**.

Signed: Date:



MUTIARA INTERNATIONAL GRAMMAR SCHOOL

ELECTION OF PARENT GOVERNOR TO BOARD OF GOVERNORS, NOMINATION FORM

Nominated by Proposer and Secunder

I hereby nominate Mr/Ms , parent of
(in capital letters)

Student: in Junior/Senior School.
(name) (tick appropriate box)

Proposer:

Mr/ Mrs
.....
(in capital letters)

Name of Proposer / Parent
with child in Junior/ Senior School

.....
Name of Child / Year Group

Signed:

Date:

Secunder:

Mr/ Mrs
.....
(in capital letters)

Name of Secunder / Parent
with child in Junior/ Senior School

.....
Name of Child / Year Group

Signed:

Date:

For Office Use Only	Date	
Stamped, Signed and checked by	Printed Name	
	Signature	



Form B

MUTIARA INTERNATIONAL GRAMMAR SCHOOL

ELECTION FOR PARENT GOVERNOR TO BOARD OF GOVERNORS

CANDIDATE INFORMATION

Name of Candidate: Mr./Ms.....
(in capital letters)

NRIC or Passport No

Home Address in Malaysia:

.....
.....
.....

Email:

Contact No. (office).....(mobile).....

Current occupation:

Qualifications:

Name(s) of Child/ Children currently enrolled at MIGS

- | | |
|---------|------------------|
| 1. | Year group |
| 2..... | Year group |
| 3. | Year group |
| 4..... | Year group |



Form C

MUTIARA INTERNATIONAL GRAMMAR SCHOOL

ELECTION FOR PARENT MEMBER TO BOARD OF GOVERNORS CANDIDATE PERSONAL STATEMENT

On a separate sheet of paper marked Candidate Personal Statement please state how you would contribute to Mutiara International Grammar School as a member of the MIGS Board of Governors, including your philosophy on teaching and learning as well as areas where you feel you can add value to the growth of MIGS.

Please note the following:

- Your name must be stated at the top of the sheet of paper marked Candidate Personal Statement
- The typewritten statement must not exceed 400 words
- Limit your statement to one page A4 paper only
- Candidate Personal Statement will be sent to all parents via email (by the Principal)
- Include a current self- portrait photograph (passport size) which will be displayed on the school notice board for 21 days prior to election.
- You will be invited to meet with the current Board of Governors and to speak up to 5 minutes. Aside from giving your background and experience, please be prepared to answer questions from the Board.
- Please return your nomination form to the Principal before **20th March 2019**