

September 2022

TO: ALL PARENTS/CARERS OF ALL CHILDREN ATTENDING HAWRIDGE & CHOLESBURY CHURCH OF ENGLAND SCHOOL

Dear Parent

HAWRIDGE & CHOLESBURY CHURCH OF ENGLAND SCHOOL GOVERNING BODY – ELECTION OF PARENT GOVERNOR

We will shortly have a vacancy for a parent governor and so I am writing to invite nominations.

No formal qualifications are required to become a school governor; you just need common sense, time, enthusiasm and a commitment to working as part of a team to make a difference for all the children at our school. Being a school governor can provide an opportunity to develop a wide range of new skills and it is also a great way to get to know more about your child's school and to have an active role in shaping the school's future. As a guide, being a school governor would usually take up around 6 hours a month of your time. Full training for the role is provided.

Election process

Parents who wish to stand for election must be proposed and seconded in writing, with nominations being signed by the proposer and seconder; the person nominated must also state in writing that he or she is willing to stand for election. Those eligible to stand are the parents or carers of children who are currently registered pupils at this school. The proposer and seconder must also have a child currently in attendance at the school.

The term of office is 4 years. A parent whose child leaves the school may continue as a parent governor until the end of their term of office if he or she so wishes.

Nominations should be sent to me before the closing date of **noon on Friday 30 September**. If there is only one nomination, the parent will be elected unopposed.

If there is more than one candidate, a postal ballot will be held. The ballot will be entirely secret and a further letter about the arrangements will be sent to you. All parents whose child/children attend this school will be entitled to vote in the postal ballot and voting will be on the basis of one vote per parent/carer per vacancy. Before the ballot takes place, we will circulate information from the candidates to all parents.

If it proves impossible to fill the vacancy, the Governing Body has the right to make an appointment in order to fill the required number of parent governor places on the Governing Body. If the need to do this arises, the Governing Body would first of all consider appointing a parent who has a child on roll at the school, but if it could not make an appointment, the Governing Body would consider a person who was a parent of a school-aged child, but not necessarily a registered pupil at this school.

Please note that governors will be required to produce evidence of identity and complete a declaration form. Appointment is also subject to a satisfactory DBS check.

Composition of the Governing Body

Parents may be interested in the overall constitution of the Governing Body, which is as follows:

- 2 parent governors
- 1 LA governor
- 1 staff governor
- 7 foundation governors
- The Headteacher
- The vicar (ex-officio)

A full list of the names of the school governors will be available as soon as all the appointments have been finalised.

I enclose a tear-off slip for use in the nominating procedure for parent governors which parents may find useful, but a separate nomination letter is just as acceptable. Please return the slip or letter by noon on **Friday 30 September** addressed to me via the School Office.

Foundation governor vacancies

We also have foundation governor vacancies. Foundation governors form part of the link between a church school, the local church community, and the wider church (in our case the Diocese of Oxford). They have a special responsibility to ensure that the distinctive character of the school as a Church of England school is 'preserved and developed' – i.e. that the school is recognisably Christian.

There is an expectation that foundation governors should be committed Christians, although, within that, members of any Christian denomination are welcome. If you are interested in being a foundation governor or know someone in the local community who may be interested, please let me know.

Yours sincerely

Rosie Phillips
HEADTEACHER

Hawridge & Cholesbury Church of England School

I wish to nominatefor the position of parent governor.

SIGNED:.....DATE:.....

SECONDED:.....DATE:.....

I am prepared to accept this nomination

DATE.....

Please return to the Headteacher by noon on **Friday 30 September 2022**.

Candidates are requested to include information about themselves with their completed form. This should consist of ***no more than 200 words*** and will be distributed to parents should there need to be a ballot.