



HAWRIDGE & CHOLESBURY CHURCH OF ENGLAND SCHOOL

Hawridge, Chesham, Buckinghamshire HP5 2UQ
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Website: www.hawridge-cholesbury.bucks.sch.uk
Headteacher: Mrs Rosie Phillips

April 2018

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

Dear Parent

HAWRIDGE AND CHOLESBURY CHURCH OF ENGLAND SCHOOL GOVERNING BOARD – ELECTION OF PARENT GOVERNOR

We have a vacancy for a parent governor and so I am writing to invite nominations. We are interested in hearing from any parent who is willing to take on this role but would particularly welcome those with finance, HR, IT or premises management experience as we could do with more expertise in those areas.

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. Full training for the role is provided.

Currently the Governing Board has formal meetings twice per term on a Wednesday at 5pm and we also usually have a less formal meeting each term too. Each governor is expected to take on one or more roles and to make regular visits to the school.

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 for nominations which is by noon on Wednesday 2 May. If there is only one nomination, the parent will be elected unopposed, but if there are more candidates than vacancies, 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 try to arrange a meeting for parents to have an opportunity to meet the candidates who have been nominated for election. We will also circulate information from the candidates to all parents.

If it proves impossible to fill all vacancies, the Governing Board has the right to make an appointment in order to fill the required number of parent governor places on the Governing Board. If the need to do this arises, the Governing Board 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 Board 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 and appointment is subject to a satisfactory DBS check.

Composition of the Governing Board

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

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

A list of the names of current school governors can be found on the school website.

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 2 May 2018.

Yours sincerely

Rosie Phillips
HEADTEACHER



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Hawridge and 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 2 May 2018.

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.