



HAWRIDGE & CHOLESBURY CHURCH OF ENGLAND SCHOOL

Hawridge, Chesham, Buckinghamshire HP5 2UQ
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Headteacher: Mrs Rosie Phillips

September 2026

To: All parents/carers of children attending Hawridge & Cholesbury Church of England School

Dear Parent

Hawridge & Cholesbury Church of England School governor vacancies

We will shortly have a vacancy for a parent governor on our Governing Body. We also currently have 2 vacancies for foundation governors. To fill those vacancies we are looking for individuals who

- are looking to make a difference and want to improve opportunities for our pupils in a voluntary capacity
- are willing to work as part of a team to support strategic function and key decision making in our school
- are committed to working with senior leaders to ensure pupils at our school are provided with an inclusive education of the highest standard
- are able to commit time to attend full governing body / committee meetings and carry out school visits
- value continuous improvement, want to grow leadership skills and are willing to attend training for the role.

Further information about what school governors do can be found here:

<https://www.nga.org.uk/about/become-a-governor-trustee/>

Parent governors are elected by parents and carers of children attending the school.

If you are interested in being a foundation governor or know someone in the local community who may be interested, please let me know.

Election process for parent governor

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 9 October**. If there is only one nomination, the parent will be elected unopposed.

If there is more than one candidate, a 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 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 all governors are required to produce evidence of identity and complete a declaration form. Appointment is also subject to a satisfactory DBS check.

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 9 October** addressed to me via the School Office.

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 9 October 2025**.

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.

