



26.02.16

Dear Parents

SCHOOL GOVERNING BODY – ELECTION OF PARENT GOVERNOR

Do you have the drive, motivation and time to make a difference and a valued contribution to our school? There is currently a vacancy for a Governor directly elected by the parents and I am therefore writing to invite nominations.

Volunteering as a Governor is very rewarding and stimulating, and you will be part of a hardworking but fun team. No formal qualifications are required, as training and support is provided. You just need time, enthusiasm and a commitment to making a difference to the education of the children at Great Missenden.

This is an exciting time for our school and one of the main responsibilities is planning the vision, ethos and strategic direction of the school. In addition Governors are involved with monitoring and evaluating the school's progress, ensuring accountability of the leadership team, and making sure the school's financial resources are allocated effectively.

You must be available to attend an evening meeting each half term, usually 7pm on Wednesdays and also two committee meetings termly. The timings of the committee meetings are flexible to suit the members and are sometimes held during the day. Every Governor also has responsibility for the development of a curriculum area, meets with the member of staff in charge of that area, and visits the school to see how the curriculum is delivered. As a guide, the role of governor will take up about 8 hours a month of your time. As well as putting existing skills and experience to good use you will have the opportunity to develop a wide range of new skills.

Parents who are nominated 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 guardians of pupils 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 will be for a period of 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.

The closing date for nominations is Monday 14th March 2016 and nominations should be sent to the school office by 3pm on that date. If only one parent is nominated, they will, of course, be elected unopposed. However, if there are more candidates, 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/legal guardian per place available. Before the ballot takes place, we would 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 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. However, if they could not make an appointment, they 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 make a formal declaration of any convictions incurred, including any that have become spent under the Rehabilitation of Offenders Act. All Governors will be checked against List 99 and anyone who is likely to have unsupervised contact with children (e.g. those involved in Section 33 visits) will be required to obtain a DBS check.

At the end of this letter is a form for use in the nominating procedure for Parent Governors, which parents may find useful. A separate nomination letter is also acceptable. Please return the slip or letter by

Yours sincerely



Belynda Cook
Chair of Governors



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Great Missenden Church of England Combined School

I wish to nominate for the position of Parent Governor.

SIGNED:.....

DATE:.....

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

I am prepared to accept this nomination.....

DATE..... Please return to the school office by **Monday 14th March 2016**

Candidates may be asked to provide information about themselves of up to 200 words, for distribution to parents.