



13 September 2018

Dear Parents/Carers

Re: School Governing Body – Election of Parent Governor

There is currently a vacancy for one parent governor directly elected by the parents and I am therefore writing to invite nominations. No formal qualifications are required; 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. Research shows that being a school governor can provide an opportunity to develop a wide range of personal skills. As a guide, being a school governor would take up 6 - 8 hours a month of your time. The term of office is four years.

We are keen to recruit parents and carers coming from 'all walks of life' and representing all groups in our School community. You can find out more about the role by contacting the Headteacher, the Chair of Governors or by contacting the School Office by email office@beaconsfield.school

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 carers of students who are currently registered students 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 four 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 within the next two weeks, that is, before the closing date for nominations which is **28th September 2018**. If there is only one parent nominated, they will of course 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 place available. *Before the ballot takes place we will circulate information from the candidates to all parents, for the benefit of the parents who may be unable to attend this meeting.*

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 student at this school.



Please note that governors are required to produce evidence of identity and will be asked to complete a DBS (disclosure and barring service), this took over from CRB.

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

- 7 nominated governors
- 6 parent governors
- 4 staff governors
- 1 Headteacher

Total = 18

A full list of the names of the school governors will be available as soon as the appointment has 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 **28th September 2018**.

Yours faithfully



Mr J Fletcher
Headteacher

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Please return to the Headteacher by 28th September 2018

The Beaconsfield School

I wish to nominate.....for the position of parent governor.
(please print)

Signed :..... Date:.....

Seconded:..... Date:.....

I am prepared to accept this nomination:

Signed:.... Date:.....

Please may candidates include information about themselves consisting of **no more than 200 words**, for distribution to parents/carers.