



Chestnut Lane School

Chestnut Lane Infant School

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Headteacher: Christine Plimsaul Cert Ed NPQH

26 April 2017

Dear Parents / Guardians

School Governing Body – Election of Parent Governors

There is currently a vacancy for a governor directly elected by the parents and I am therefore writing to invite nominations.

Whilst no formal qualifications are needed for this position, candidates should appreciate that a significant time commitment is involved. There are six formal meetings of the governing body each academic year, three in the morning and three in the evening, plus meetings of committees to which candidates may be elected. Members are expected to attend regularly. At this time, we have a particular need for candidates with human resources skills, but we are keen to recruit any parent who has a genuine interest in contributing proactively to the school as a whole.

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 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 four years. A parent whose child leaves the school may continue as a parent governor until the end of their term of office.

Nominations must be received at the school office within the next two weeks as the closing date is 10 May 2017. If only one parent is nominated, they will of course be elected unopposed, but if there are more candidates 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.

Please be aware that if no parents are nominated the Governing Body has the right to consider a person who is a parent of a school-aged child registered at another school.

Please note that governors will be required to produce evidence of identity and complete a declaration form, as well as a DBS disclosure form.

A full list of the school governors and the constitution of the Governing Body is available on our website.

Attached is a form for use in the nominating procedure for parent governors which parents may find useful, but a separate nomination letter is just as acceptable. Copies are also available from the school reception. Please return the form or letter by 10 May 2017.

Yours faithfully

Steve West
Chair of Governors





To: Chair of Governors, School Office, Chestnut Lane Infant School

I wish to nominate for the position of parent governor.

NAME: DATE:.....

SIGNED:.....

SECONDED – NAME:.....DATE:.....

SIGNED:

I am prepared to accept this nomination

SIGNED: DATE:

Please return to the school office by 10 May 2017.

Please may candidates include information about themselves, and how they would hope to contribute to the governing body, consisting of **no more than 200 words**, for distribution to parents.