



Chestnut Lane School

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Headteacher: Mrs Gemma Rehal
BA (Hons) Primary Ed, PGCE SENco

26 March 2021

Dear Parents and Guardians

School Governing Body – Election of Parent Governors

There is currently a vacancy for a governor directly elected by the parents and there will be a second vacancy in May 2021 when Yvonne Lim comes to the end of her term of office. Rather than have two separate elections within two months, I am writing to invite nominations for both vacancies. 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 Chestnut Lane School. Being a school governor can provide an opportunity to develop a wide range of transferable skills.

Whilst no formal qualifications are needed to become a governor, candidates should appreciate that a significant time commitment is involved. The full body of governors meet twice in each term usually once in the morning and once in the evening. In addition, there are committees to which candidates should anticipate joining. Governors also take on responsibility for specific areas of our work. The term of office is four years.

We generally need candidates with skills in human resources, health & safety and teaching & learning but we are keen to recruit any parent who has a genuine interest in contributing proactively to the school as a whole. Appropriate training will be given. If you have any questions about the work of the governors or the process, please contact me at chairofgov@chestnutlane.bucks.sch.uk

Parents who wish to be nominated for election must be proposed and seconded in writing, with nominations being signed by the proposer and seconder; the nominee 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. A person who works at the school for more than 500 hours in a consecutive twelve month period, or who is an elected member of the Local Authority is not eligible to be a parent governor.

A parent whose child leaves the school would normally be expected to continue as a parent governor until the end of their term of office.

Because of the Easter break, nominations should be sent to me, by the closing date which is 23 April 2021. The nominations should be accompanied by a brief statement of information about the candidate consisting of **no more than 200 words**.

If there are only two parents nominated, they will of course be elected unopposed, but if there are more candidates than vacancies, a secret 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/guardian. Please note that candidates will be required to complete a Declaration Form to confirm they are not disqualified from being a governor.

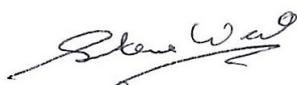
Parents may be interested in the overall constitution of the Governing Body, which is as follows:

- One Local Authority governor nominated by Buckinghamshire Council
- 8 co-opted governors appointed by the governing body as a whole
- 2 parent governors elected by the parents
- One staff governor, elected by staff at the school
- The headteacher

A full list of the names of the successful candidates will be made available as soon as both appointments have 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 to the school office by 23 April 2021.

Yours faithfully



Steve West
Chair of Governors

To: Chestnut Lane School

We 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 in a sealed envelope by 23 April 2021.

Please will candidates include information about themselves consisting of **no more than 200 words**.

