Friday 22nd September 2017

Dear Parent,

**CADMORE END CEC SCHOOL GOVERNING BODY – ELECTION OF PARENT GOVERNORS**

There are currently vacancies for governors 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 transferable skills. As a guide, being a school governor would take up 3-4 hours a month of your time. The term of office is 4 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 myself, or Emma Leigh, Chair of Governors, by contacting the School Office on 01494 881460 or by email office@cadmoreend.bucks.sch.uk

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. 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.

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.

Nominations should be sent to me within the next two weeks that is before **the closing date for nominations which is noon on Friday 13th October 2017**. If there is only 1 parent nominated, they will of course be elected unopposed, but if there are more candidates than vacancies, 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 postal ballot and voting will be on the basis of one vote per parent/carer per place available.

If it proves impossible to fill all vacancies, 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 governors will be required to complete a Declaration Form to confirm they are not disqualified from being a governor and a DBS (Disclosure and Barring Service).

A full list of the names of the School governors will be available as soon as all the 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 by **noon on Friday 13th October 2017**

Please could nominated parents write a short resume, as this will need to be used in the election process. I look forward to receiving your nominations.

Yours sincerely

Mrs. D Groom

**HEADTEACHER**

**Cadmore End CE 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 Head teacher by **noon on Friday 13th October 2017**