



THE BUCKINGHAM SCHOOL

A SPECIALIST SPORTS COLLEGE

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Headteacher: Angela Wells

22 September 2014

Dear Parent/Carer

Re: PARENT SCHOOL GOVERNING BODY – ELECTION OF PARENT GOVERNOR

There is currently one vacancy for 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 a parent/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 or the Chair of Governors, the School Office on **01280 818920**, or by email on: office@buckingham.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.

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 wishes.

Nominations should be sent to me within the next two weeks; that is before the closing date for nominations which is **midday, 6 October 2014**. If there is only one parent nominated, he/she 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/carers 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/carers per place available. Before the ballot takes place, we would hope to arrange a meeting when parents/carers would have an opportunity to meet the candidates who have been nominated for election. We would also circulate information from the candidates to all parents, for the benefit of the parents who may be able 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 pupil at this school.

Please note that governors will be required to produce evidence of identity and complete a declaration form. All governors will be checked against the ISA First list, and anyone who is likely to have unsupervised contact with children will be required to obtain a disclosure from the Disclosure and Barring Services (DBS).

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

- Authority governors appointed by Buckinghamshire County Council
- Community governors appointed by the Governing Body as a whole
- Parent governors
- Staff governor(s), elected by other staff at the school
- Foundation governors/partnership governors/sponsor governors/associate members

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 governor which parents may find useful, but a separate nomination letter is just acceptable. **Please return the slip or letter to Mrs Waumsley (Main Reception) by midday, 6 October 2014.**

Yours sincerely

Miss A Wells
Headteacher

To: The Buckingham School – A Specialist Sports College

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 Mrs Waumsley (Main Reception) by midday, 6 October 2014.

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

