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Headteacher: Mrs C Hawkins BEd (Hons), NPQH

*Be strong and  
courageous.....for  
the Lord your God is  
with you*

Thursday 3<sup>rd</sup> October 2024

Dear Parent

## **HIGH WYCOMBE CHURCH OF ENGLAND COMBINED SCHOOL GOVERNING BODY ELECTION OF PARENT GOVERNORS**

We will have 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. 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 6 – 8 hours a month of your time.

In order to carry out its core functions our board needs people with a wide range of competencies and skills. The particular skills we are looking for at the moment are finance, human resources (personnel) or an interest in curriculum. We are, however, 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, or the Chair of Governors, Holly Robertshaw, or by contacting the School Office on 01494 524220 or by email [schooladmin@highwycombecombined.bucks.sch.uk](mailto:schooladmin@highwycombecombined.bucks.sch.uk).

If you wish to stand for election you may nominate yourself as a candidate. No proposer or seconder is required but you must signify your intention to stand, in writing. Those eligible to stand are the parents or carers of pupils who are currently registered pupils at this 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 before the closing date for nominations which is Monday 21<sup>st</sup> October. 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 would circulate information from the candidates to all parents.

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, followed by consideration of parents of former pupils, and finally parents of a school-aged child not necessarily a registered pupil at this school.

Please note that governors will be required to apply to the Disclosure and Barring Service for DBS certificate when appointed and the school will advise on this process.

Prospective governors should also note that the School has a Close Personal Relationships Policy and therefore they should not become a governor if they have a close personal relationship with a member of staff at the same school.

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

- One local authority governor nominated by Bucks CC and appointed by Governing Body
- Three parent governors
- One staff governor, elected by other staff at the school
- One headteacher
- Six foundation governors/partnership governors/associate members of whom at least 2 shall at the time of their appointment be eligible for election or appointment as parent governors.

A full list of the names of the successful candidates will be made available as soon as all the appointments have been finalised.

I enclose a nomination form 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 this by email to [schooladmin@highwycombecombined.bucks.sch.uk](mailto:schooladmin@highwycombecombined.bucks.sch.uk) by Monday 21<sup>st</sup> October.

Yours sincerely



Mrs C Hawkins  
Headteacher



**HIGH WYCOMBE CHURCH OF ENGLAND COMBINED SCHOOL GOVERNING BODY  
ELECTION OF PARENT GOVERNORS**

I ..... wish to nominate myself for the position of parent governor.

SIGNED:.....DATE:.....

Please return to the Headteacher by **Monday 21<sup>st</sup> October**.

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

