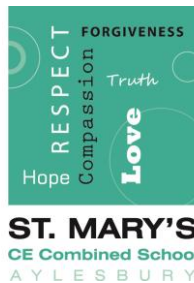


Chair of Governors
Mr Steve Green

Tel/Fax: 01296 482094/339609

Email: office@st-
marysaylesbury.bucks.sch.uk
www.st-marysaylesbury.bucks.sch.uk



Keen Close
Fairford Leys
Aylesbury
Bucks
HP19 7WF

Friday 8th February

Dear Parents

SCHOOL GOVERNING BOARD – ELECTION OF PARENT GOVERNOR

There is currently a vacancy for a governor to join the Governing Board once it becomes an academy, who is 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 involve you attending at least six two hour meetings a year and spending additional time on training, reading papers, visiting the school and attending other Governor meetings. Governor meetings are held at 5.30pm.

The school is at a very important and exciting point in its history. Following the decision of the Governing Body, the School applied to become an Academy within the Oxford Diocese Buckinghamshire Schools Trust. The DFE has approved this application and we are aiming for a conversion date of the 1st April.

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 the Headteacher, or the Chair of Governors at chairofgovernors@st-marysaylesbury.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 by Thursday 14th February 2019. If there is only one parent nominated, they 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 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 also circulate information from the candidates to all parents.

If it proves impossible to fill all vacancies, the Governing Board has the right to make an appointment in order to fill the required number of parent governor places on the Governing Board. If the need to do this arises, the Governing Board 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 complete a Declaration Form to confirm they are not disqualified from being a governor.

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 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 Thursday 14th February either by email or by hand to the school office.

Yours sincerely

Steve Green

Chair of Governors

St Mary's Church of England 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 Headteacher by 14th February 2019

Please will candidates include information about themselves consisting of **no more than 200 words**, for distribution to parents. Please provide this electronically. (email to office@st-marysaylesbury.bucks.sch.uk)