

18<sup>th</sup> January 2023

Dear Parent/Carer

## SCHOOL GOVERNING BOARD – ELECTION OF PARENT GOVERNOR

We have a vacancy for a governor to be directly elected by the parents and I am therefore writing to invite nominations. No formal qualifications are required; you just need 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. The term of office is three years.

In order to carry out its core functions our board needs people with a wide range of competencies and skills. 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 or by emailing [kkelly@wexham.slough.sch.uk](mailto:kkelly@wexham.slough.sch.uk). I have also put a useful guide from the National Governors Association and some further guidance on our meeting structure and time commitment on the school website under the Governing Body page in the About Us section.

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 students who are currently registered 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 three 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 Ms K Kelly by 10<sup>th</sup> February 2023. 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/carers per place available. *Before the ballot takes place, we would hope to arrange a meeting when parents 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 unable to attend this meeting.*

If it proves impossible to fill the vacancy, 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 students, and finally parents of a school-aged child not necessarily a registered student at this school.

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

Parents may be interested in the overall constitution of the governing board, which is as follows:

- One local authority governor nominated by Slough LA and appointed by Governing Board
- Five co-opted governors appointed by the Governing Board as a whole
- Two parent governors
- One staff governor, elected by other staff at the school
- One headteacher

A full list of the names and roles are currently on the school website and will be updated when all the appointments have been finalised.

I enclose a tear-off slip for the parent governor nomination procedure which parents may find useful, but a separate nomination letter is just as acceptable. Please return the slip or letter by 10<sup>th</sup> February 2023. Please either post to the school addressed to me or hand to reception with the envelope clearly marked. If you would prefer to email then please do so to [kkelly@wexham.slough.sch.uk](mailto:kkelly@wexham.slough.sch.uk).

Yours faithfully

Mr Lawrence Smith  
Headteacher

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#### REQUEST FOR PARENT GOVERNOR NOMINATION - WEXHAM SCHOOL

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

I am the parent/carers of (name of child/children) \_\_\_\_\_

Contact telephone number and email address \_\_\_\_\_

SIGNED:.....

DATE.....

Please return to Ms K Kelly by 10<sup>th</sup> February 2023

Will candidates please include information about themselves and why you would be an effective Governor of Wexham School, consisting of approximately 200 words, for distribution to parents if the need arises for a ballot.