



## HAWRIDGE & CHOLESBURY CHURCH OF ENGLAND SCHOOL

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Hawridge, Chesham, Buckinghamshire HP5 2UQ  
Telephone: 01494 758368  
Email: office@hcschool.uk  
Website: www.hawridge-cholesbury.bucks.sch.uk  
Headteacher: Mrs Rosie Phillips

September 2024

### **To: All parents/carers of children attending Hawridge & Cholesbury Church of England School**

Dear Parent

#### **Hawridge & Cholesbury Church of England School governor vacancies**

We currently have 1 vacancy for a parent governor and 3 vacancies for foundation governors on our Governing Body. To fill those vacancies we are looking for individuals who

- are looking to make a difference and want to improve opportunities for children and young people in a voluntary capacity
- are willing to work as part of a team to support strategic function and key decision making in our school
- are committed to working with senior leaders to ensure pupils at our school are provided with an inclusive education of the highest standard
- are able to commit time to attend full governing body / committee meetings and carry out school visits
- value continuous improvement, want to grow leadership skills and are willing to attend training on the role.

Further information about the role of school governors can be found here:

<https://www.nga.org.uk/about/become-a-governor-trustee/>

**Parent governors** are elected by parents and carers of children attending the school.

**Foundation governors** form part of the link between a church school, the local church community, and the wider church (in our case the Diocese of Oxford). They have a special responsibility to ensure that the distinctive character of the school as a Church of England school is 'preserved and developed' – i.e. that the school is recognisably Christian. Further information about Foundation governors can be found here: <https://www.odbe.org.uk/governance/appointing-governors/>

There is an expectation that foundation governors should be committed Christians, although, within that, members of any Christian denomination are welcome. If you are interested in being a foundation governor or know someone in the local community who may be interested, please let me know.

### **Election process for parent governor**

Parents who wish to stand 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 children 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 is 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 of **noon on Friday 11 October**. If there is only one nomination, the parent will be elected unopposed.

If there is more than one candidate, 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 vacancy. Before the ballot takes place, we will circulate information from the candidates to all parents.

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 all governors are required to produce evidence of identity and complete a declaration form. Appointment is also subject to a satisfactory DBS check.

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 11 October** addressed to me via the School Office.

Yours sincerely

**Rosie Phillips**  
**HEADTEACHER**



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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 noon on **Friday 11 October 2024**.

Candidates are requested to include information about themselves with their completed form. This should consist of **no more than 200 words** and will be distributed to parents should there need to be a ballot.