2nd October 2026

Dear Parents and Carers

RE: SCHOOL GOVERNING BOARD – ELECTION OF PARENT GOVERNOR

Our two elected parent governors, Clive Jones and Hemal Pandya, are reaching the end of their four year elected terms of office, although they will continue to serve as governors. This means that we have two vacancies for new governors directly elected by the parents and I am writing to invite nominations.

No qualifications are required; you just need common sense, time, enthusiasm and a commitment to working as part of a team to make a difference to the education of all the children at our school. In order to carry out our functions we need people with a wide range of experience, and being a school governor can provide an opportunity to develop a number of skills. It takes on average about 2-3 hours a week of your time, including some meetings in the evenings and some during the school day (a number of employers grant time off for school governor duties). The term of office is four years and full training is provided.

Those eligible to stand are the parents or carers of pupils who are currently registered at this school, including the Nursery. 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. A parent whose child leaves the school may continue as a parent governor until the end of their term of office.

You can find out more about the role by contacting the Headteacher, Mr Haywood, or me, the Chair of Governors, Donna Westall, via either School Office. If you wish to stand for election you must nominate yourself as a candidate by email to the school.

Nominations should be sent to me via either school office by **3.30pm on the 20th October.**

If there are only two parents nominated, they will be elected unopposed, but if there are more than two candidates, a ballot will be held. The ballot will be entirely secret and a further letter about the arrangements will be sent to you. All parents and carers whose children attend this school will be entitled to vote in the ballot and voting will be on the basis of one vote per parent/carer. Before the ballot takes place, we will circulate information from the candidates to all parents. The name of the successful candidate will be made available as soon as the appointments have been finalised.

Please note that governors are required to apply to the Disclosure and Barring Service for a DBS certificate and undergo a barred list check when appointed and the school will advise on this process. You may be interested in the current membership of the governing board and minutes of recent meetings, which are available on the school website at: https://www.csgvillageschool.org/page/?title=Our+Governors&pid=29 .

I enclose a form for the parent governor nomination procedure which you may find useful, but a separate nomination letter is just as acceptable. Please return the form or letter via email by **20th October**.

Yours sincerely

Donna Westall

Donna Westall, Chair of Governors

PARENT GOVERNOR NOMINATION, CHALFONT ST GILES VILLAGE SCHOOL

I, ..., parent of ……

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

DATE: .....

Please return to Donna Westall via either school office by 3.30pm on 20th October 2026.

Please include information about yourself and your reasons for wishing to become a governor in approximately 200 words, for distribution to parents in case of an election: