



# Cherry Tree Primary School

Berry Avenue, Watford, Herts, WD24 6ST

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**Headteacher**

Ms J. Bruce B Ed NPQH

**Deputy Head**

Mrs G. Jackson BA (Hons) PGCE NPQH

**Office Manager**

Mrs A. Osborne

11<sup>th</sup> September 2017

Dear Parents/Carers

## NOMINATION OF PARENT GOVERNOR

We have a vacancy on our Governing Body for a parent/carer representative. The Governors play a vital role in the strategic development of our school and therefore, being a Governor would be a good way for you to support your child's education. If you would like to nominate yourself for this role, please complete and return the attached form to the school office by 9.30am on Tuesday 26<sup>th</sup> September 2017. You will need to ask another parent of a pupil at the school to sign the form in your support.

Every half term, there is a meeting for the Full Governing Body, the Pupil Committee and the Business Committee. Meetings take place on either Wednesdays or Thursdays and are at 7pm. Successful applicants will join one of the Committees as well as the Full Governing Body and should be available for both meetings each half term. There will be some pre-reading to do before each of the meetings.

Please be aware that regulations require everyone elected or appointed to a governing body to undergo a pre-appointment check which will include a criminal background check and two satisfactory references. This is to ensure the safety of pupils. If you are elected and you subsequently decline to undergo such a check, you will disqualify yourself.

If the number of nominations is the same as the number of vacancies, then the people nominated will be deemed elected unopposed. If there are more nominees than vacancies, an election will be held. If an election is needed, we will send you a separate form asking you to give brief details about yourself. These details will be copied and sent to all parents with the ballot papers.

The Governing Body has determined that the term of office for a Parent Governor is 4 years. If you are elected you may serve the full term of office even if your child leaves the school before your term of office finishes.

Only parents of children registered at the school are entitled to stand or vote in the election. A parent who is paid to work at the school for more than 500 hours in a school year or is an elected member of the LA may not stand for election.

If you would like to know more about being a Parent Governor, please contact me and I'll be happy to answer any questions you may have.

Yours sincerely

Jessie Bruce  
Headteacher



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11<sup>th</sup> September 2017

## PARENT GOVERNOR - NOMINATION FORM

### Prospective Parent Governor Details

Name: .....

Address: .....

.....

Tel: No: .....

I have a child at the school and hereby nominate myself for election as a Parent Governor. I understand that if elected I will have to undergo pre-appointment checks including providing two referees.

Signature: ..... Date: .....

### Person Seconding Nomination

Name: .....

Address: .....

.....

Tel: No: .....

I am a parent of a pupil at school and I second this nomination.

Signature: ..... Date: .....

Your completed nomination form must be returned to the School Office by:

**9.30AM ON TUESDAY 26<sup>TH</sup> SEPTEMBER 2017**

**Learning Together**  
Learning for Life