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| Headquarters  Resources  **Director:** Sarah Ashmead | **Buckinghamshire Council**  The Gateway  Aylesbury, Buckinghamshire HP19 8FF  Telephone 0845 3708090  [www.buckscc.gov.uk](http://www.buckscc.gov.uk) |
|  | Contact: Katie Dover  Direct Line: 01296 531339  Email [Catherine.dover@buckinghamshire.gov.uk](mailto:Catherine.dover@buckinghamshire.gov.uk)  6th September 2021 |

**TO: PARENT GOVERNORS - MAINTAINED SCHOOLS**

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| --- |
|  |

Dear Parent Governor,

##### PARENT GOVERNOR REPRESENTATIVES

Nominations are being sought for a **Maintained Primary School** Parent Governor Representative, a **Maintained Special School** Parent Governor Representative and a **Maintained Secondary School** Parent Governor Representative on the Children’s Social Care and Learning Select Committee, which undertakes the Council’s Education Scrutiny Committee function.

Please find attached nomination forms for each of the School types (please ensure you fill in the right form, indicating whether you wish to represent Primary, Secondary or Special Schools in Buckinghamshire) and the timetable for elections giving deadlines for you to note. The Committee’s previous agendas, minutes and webcasts can be found on the Council’s website at: <https://democracy.buckscc.gov.uk/mgCommitteeDetails.aspx?ID=788>

The appointment of Parent Governor Representative is for a minimum period of 2 years up until the next Buckinghamshire Council elections in 2025.

Nominations for candidates are open to any Parent Governor of a Maintained Primary, a Maintained Special and a Maintained Secondary School and must be received by email to [Catherine.dover@buckinghamshire.gov.uk](mailto:Catherine.dover@buckinghamshire.gov.uk) **by Friday 24th September at 5.00 p.m.**. Nominations will not be accepted after this date and time.

Please also note that if you want to send out a personal statement, it should be attached to the nomination form.

Yours sincerely

**Katie Dover**

**Senior Scrutiny Officer**

**BUCKINGHAMSHIRE COUNCIL**

**EDUCATION SELECT COMMITTEE**

**(PART OF CHILDREN’S AND EDUCATION SELECT COMMITTEE)**

**ELECTION OF ONE PARENT GOVERNOR EACH FOR MAINTAINED PRIMARY AND SECONDARY SCHOOLS TO THE COMMITTEE**

**WINTER 2021**

**TIMETABLE**

|  |  |  |
| --- | --- | --- |
| **Action** | **Send out** | **Deadline** |
| Letters are sent electronically to all Maintained Primary and Secondary schools giving details of the process and inviting nominations | Monday  13TH September 2021 | Friday  24th September 2021  5.00pm |
| Ballot papers are sent out electronically to all Parent Governors setting out the nominated candidates. Election addresses are included.  or  If there is only one nominated candidate, he/she will be declared elected unopposed. | Monday  27th September 2021 | Friday 1st October 2021  5.00pm |
| Results declared.  Electors and candidate sent a statement electronically of the candidates who have been elected, together with the number of votes. | Wednesday 6th October 2021 | |

**BUCKINGHAMSHIRE COUNCIL**

**PRIMARY SCHOOL PARENT GOVERNOR REPRESENTATIVE**

**NOMINATION FORM**

**Name of Nominee**

Mr/Mrs/Miss/Ms ………………………………………………..…………… (full name)

School at which you are a Parent Governor ……………………………..……………………..

Names of nominators (each nominator must be a Parent Governor of a Buckinghamshire school):

|  |  |  |  |
| --- | --- | --- | --- |
|  | **NAME** (capitals) | **SCHOOL** | **SIGNATURE** |
| Proposer |  |  |  |
| Seconder |  |  |  |

**Declaration by Candidate**

I am currently serving as a Parent Governor and I’m eligible to be a candidate at this election. I am willing to serve as a member of the Council’s Children’s and Education Select Committee.

Signature: ………………………………………..…

Date: ……………………………………..……

Nomination forms must be completed and returned by email: [catherine.dover@buckinghamshire.gov.uk](mailto:catherine.dover@buckinghamshire.gov.uk) **to be received** **no later than Friday 24th September 2021 at 5pm**

**BUCKINGHAMSHIRE COUNCIL**

**SECONDARY SCHOOL PARENT GOVERNOR REPRESENTATIVE**

**NOMINATION FORM**

**Name of Nominee**

Mr/Mrs/Miss/Ms ………………………………………………..…………… (full name)

School at which you are a Parent Governor ……………………………..……………………..

Names of nominators (each nominator must be a Parent Governor of a Buckinghamshire school):

|  |  |  |  |
| --- | --- | --- | --- |
|  | **NAME** (capitals) | **SCHOOL** | **SIGNATURE** |
| Proposer |  |  |  |
| Seconder |  |  |  |

**Declaration by Candidate**

I am currently serving as a Parent Governor and I’m eligible to be a candidate at this election. I am willing to serve as a member of the Council’s Children’s and Education Select Committee.

Signature: ………………………………………..…

Date: ……………………………………..……

Nomination forms must be completed and returned by email to [Catherine.dover@buckinghamshire.gov.uk](mailto:Catherine.dover@buckinghamshire.gov.uk) **to be received** **no later than Friday 24th September at 5pm**

**BUCKINGHAMSHIRE COUNTY COUNCIL**

**SPECIAL SCHOOL PARENT GOVERNOR REPRESENTATIVE**

**NOMINATION FORM**

**Name of Nominee**

Mr/Mrs/Miss/Ms ………………………………………………..…………… (full name)

School at which a Parent Governor ……………………………..……………………..

Names of nominators (each nominator must be a Parent Governor of a Buckinghamshire school):

|  |  |  |  |
| --- | --- | --- | --- |
|  | **NAME** (capitals) | **SCHOOL** | **SIGNATURE** |
| Proposer |  |  |  |
| Seconder |  |  |  |

**Declaration by Candidate**

I am currently serving as a Parent Governor and I’m eligible to be a candidate at this election. I am willing to serve as a member of the Council’s Children’s Services and Education Select Committee.

Signature: ………………………………………..…

Date: ……………………………………..……

Nomination forms must be completed and returned by email: [Catherine.dover@buckinghamshire.gov.uk](mailto:Catherine.dover@buckinghamshire.gov.uk) **to be received** **no later than Friday 24th September 2021 at 5pm**