



Head Teacher: Mrs L Williamson  
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10<sup>th</sup> November 2017

Dear Parents and Carers

We have a vacancy on our school's governing body. I am writing to inform you of the election arrangements and to invite you to stand for election. Parent Governors are appointed for a three year period, irrespective of whether their children remain in school during the period.

Parents who are interested in standing as candidates for election may obtain nomination forms and the job description from the school office. If you then feel you have the relevant skills to carry out the role effectively to support our school, please complete the nomination form. This needs to be signed by the candidate and two other parents of children in the school. Parents of all children currently registered in the school are entitled to stand for election or to nominate other parents. For these purposes 'parent' includes a step-parent, guardian or other persons having care of the child, or having parental responsibility.

A completed nomination form must be submitted to the school no later than Friday 24<sup>th</sup> November 2017. It would be helpful if the candidates would submit a brief statement about themselves. This will be distributed to all parents to help them to make their decision when voting.

As soon as possible following the closing date for nominations all parents will be sent a ballot paper giving details of each of the candidates. Parents should indicate their preference as appropriate and return the ballot paper to the school office no later than the date shown. To comply with statutory regulations, the ballot will be conducted in secret.

All candidates will be invited to attend the count although it will not be invalidated due to the inability to attend.

The results of the ballot will be posted on the school notice board immediately following the count.

Yours sincerely

Mrs L Williamson  
Headteacher

# APPOINTMENT OF PARENT GOVERNOR – NOMINATION FORM

**NAME:** .....

**ADDRESS:** .....

.....

**TELEPHONE NO.** .....

**NAME OF CHILD(REN)** .....

..... **CLASS**.....

## CANDIDATE INFORMATION

Please state, as briefly as possible, the contribution you feel you could make to the Governing Body.

**Signed**.....

**Name of parent proposing nomination** ..... **(Print)**

..... **(Sign)**

**Name of parent proposing nomination** ..... **(Print)**

..... **(Sign)**

**Please return this form to the school office no later than 24<sup>th</sup> November 2017.**