

Thursday 26<sup>th</sup> April 2018

Dear Parents and Carers

## **ELECTION FOR PARENT GOVERNOR(S)**

Due to two parent governors coming to the end of their four year term in office we have two vacancies on the governing body for parent governors and we will be holding an election shortly. All governors serve a four year term of office.

### **Eligibility to Stand**

All parents and guardians of children at the school are eligible to stand as candidates in the election **EXCEPT**

- if s/he is an elected member of the local education authority; (local councillor)
- if s/he is paid to work at the school for more than 500 hours in any twelve month period beginning on 1 September and finishing on 31 August (an academic year).

### **Eligibility to Vote**

Each parent will have one vote for every parent governor vacancy.

Some people who are not parents but who act as parents and take care of a child at the school may also be able to take part. If you, or someone else living with you, look after a child in this way, please contact me to check if you will be able to take part in the election.

Information about the role of a parent governor is attached.

The important dates are:

- **Friday 27<sup>th</sup> April** There will be an opportunity to meet and speak with existing parent Governors about the role tomorrow, 27<sup>th</sup> April between 3-4pm.
- **Friday 4<sup>th</sup> May** If you want to be a candidate you should return the attached nomination form by the end of the school day on this date. You can nominate yourself to stand. If you want to nominate another parent then please check with them first that they are willing to stand and ask them to sign the nomination form in the space provided. Extra copies of the nomination form are available from the school office.

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▪ **Monday 14<sup>th</sup> May**

Voting will take place from **8a.m. to 7p.m. at the school**. This is to allow as much time as possible for working parents to get to school to vote. If you cannot come to the school to vote then you can apply for a **postal vote** which you must request in advance.

If you would like a postal vote please fill in the attached “request for postal vote” form and send it in to the School Office to arrive no later than Monday 7<sup>th</sup> May 2018. A ballot paper will then be sent to you so you will not need to come to the school to vote. **Please note that we cannot accept a vote via email.**

All new governors are required by law to undergo a check on their suitability to serve. This will be a Disclosure and Barring Service (DBS) Check or a check against List 99, the DfE list of people whose employment has been barred or restricted either on grounds of misconduct or for medical reasons.

Parent governors are very important to the life of the school and I hope very much that you will vote and also consider being a candidate.

If you would like to speak to me or another member of the Governing Body about the role of a governor, please let the office know or come along to the meeting tomorrow.

Yours sincerely



Liz Stone  
Head Teacher