30th March 2022

Dear Parents,

**Election of Parent Governors.**

We have an exciting opportunity for parents to join our team of Governors.

The structure of the governing body for this school provides for the appointment of four Parent Governors who are elected by the parents of pupils registered at the school and who are themselves, parents at the time when they are elected.

There are currently vacancies for two Parent Governors. Our recent Skills Audit has identified the following areas that we are looking for additional expertise in. They are HR, Finance and Marketing/Website Design. Although not a prerequisite for any post, it could be useful if candidates had an interest in any of these areas. If you wish to stand for election as a Parent Governor of the school, please complete the attached nomination form and return it in a sealed envelope to the Headteacher, no later than 3.15pm on Friday 8th April 2022.

Your nomination needs to be supported by the signatures and addresses of two other parents of children also attending the school. You may include a brief election statement in the appropriate space on the nomination form.

If more nominations are received than required, we will send all parents voting papers on Tuesday 26th April, which will include the candidates’ election statements. Completed voting papers must be returned to the Headteacher in a sealed envelope marked ‘Ballot Paper’ no later than 9.00am on Tuesday 10th May 2022.

We will arrange for votes to be counted at 2.00pm on Tuesday 10th May or at a time mutually agreed with all candidates, and each candidate or their authorised representative may attend the count. We will arrange for all parents to be notified of the result.

Please note, however, that certain people are disqualified from holding office: if they have been adjudged bankrupt, or convicted of an offence and have had passed on them a sentence of imprisonment for a period of not less than three months without the option of a fine, or convicted of an offence and fined under either Section 40 of the Local Government (Miscellaneous Provisions) Act 1982 or Section 547 of the Education Act 1996. No one may be a governor of more than two school governing bodies.

If you have any queries about the procedure, we will be glad to answer them.

Yours sincerely,

Miss Fi Dowley

***Nomination Form for Election of a Parent Governor, March 2022***

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Full name of candidate)*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Address)*

*Telephone Numbers Home\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Parent/Legal Guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Child’s name & class)*

*I wish to stand for election as a Parent Governor of the above school. The following two*

*parents or legal guardians of children attending the school support my nomination:*

***Supporting Signature******Address***

*1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Supporting Signature******Address***

*2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Brief election statement:***

*Signature of candidate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***RETURN COMPLETED NOMINATION FORM TO THE HEADTEACHER***

***To arrive not later than 3.30pm Friday 8TH April 2022***