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15th January 2014

Dear Parent/Carer

Election of Parent Governor

The governing body of the school includes 6 parent governors who are elected by the parents and serve for 4 years. Such a position is open to any parent/carers who has a child on the school register on the date of the election. There is currently a vacancy for a parent governor. If you wish to stand for election please complete the enclosed nomination form.

A nomination needs to be supported by the signatures and addresses of 2 other parents/carers of children who also attend the school. Nominations should be sent to the Clerk of Governors, Mrs H Rodgers, by 9am on Wednesday 29th January 2014. If you are relying on student post, please ask your son or daughter to hand your nomination to main reception.

If 2 or more nominations are received, ballot papers, which will include the candidates' election statements and addresses, will be circulated on Friday 31st January 2014. Completed voting papers must be returned to Mrs H Rodgers in a sealed envelope marked "Ballot Paper" no later than 9am on Friday 14th February 2014. All votes will be counted at 9.15am that day and candidates will be invited to the count. All parents will be notified of the result.

No person may be a governor of more than 2 school governing bodies (excluding nursery schools and temporary governing bodies).

Please note that a person is disqualified from holding office:

- if they have been adjudged bankrupt or made an arrangement with their creditors;
- if (in the last 5 years) they have been convicted of an offence and have had passed on them a sentence of imprisonment for a period of not less than 3 months without the option of a fine;
- if (in the last 20 years) they have been convicted of any offence and have had passed on them a sentence of imprisonment for a period of not less than 2½ years;
- if at any time they have been convicted of any offence and have had passed on them a sentence of imprisonment for a period of not less than 5 years, or
- if they have been 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.

Parents who are employed to work at the school or on a contract for services at the school for more than 500 hours a year are not eligible to stand for parent governor.

If you have any queries about becoming a governor, please do not hesitate to contact either a current member of the governing body or myself. We will be happy to discuss the role with you further.

Yours sincerely

Mr J Grant
Headteacher

