



Dear PARENT/CARER

PARENT GOVERNOR ELECTION – Calthwaite Cof E Primary School

I am writing to inform you of a vacancy on the school governing board for a parent governor. Details of the process to fill the vacancy follow.

THE NOMINATION OF PARENTS AS CANDIDATES

Each parent* of a pupil attending the school is to be given the opportunity of putting their name forward with a view to becoming a parent governor. If you want to submit a nomination on your behalf you should do so, in writing, to the CHAIR, Ruth Evans, via the school office. Letters of nomination, enclosed, must be countersigned by two sponsors, who must also be parents of children currently attending the school. The closing date for the receipt of nominations by the school is Friday 3rd November. Please note that incomplete nominations will not be accepted.

In the event of there being no more than one nomination, the person nominated will automatically be elected, unopposed as a parent governor.

THE ELECTION PROCEDURE

If the school receives more nominations than vacancies, an election by secret ballot will be held as soon as possible. Each parent* of a child who at the time of the election is a pupil at the school will be entitled to vote.

In the event of an election, the CHAIR will issue all parents with further details concerning the way in which the ballot (which will be entirely secret and as foolproof as possible) is to be organised and supply the official ballot papers.

CANDIDATES' CONTRIBUTION TO THE ELECTION

Candidates will be given the opportunity to write a short statement, which will be circulated to all parents of the school. Should candidates wish to seek support in any other way, this will be entirely their own responsibility.

Following an election, parents will be told the name of the successful candidate(s).

TERM OF OFFICE OF PARENT GOVERNORS

An elected parent governor will hold office for a period of four years.

PARENTS' PARTICIPATION

It is very important for the efficiency and effectiveness of schools, that parents should be encouraged to have an active involvement in their children's education. Consequently, parents are encouraged to participate and take an interest in the election process, whether as candidates or voters.

If you would like to know more about what the role of a governor entails, or you have any other queries at this stage, please contact the CHAIR, who will be pleased to try to help you.

Yours faithfully

Ruth Evans
CHAIR OF GOVERNORS

*DEFINITION OF "PARENT"
See Section 576 of the Education Act 1996



Parent Governor Nomination Form

Name of Nominee:

Address of nominee:

Signature of nominee:

The above-named has a child at the school, is willing to serve if elected, and is hereby nominated to stand for election.

Sponsored by (Name in capitals and address):

Signature of sponsor:

Sponsored by (Name in capitals and address):

Signature of sponsor:

Candidate's statement for inclusion on ballot paper (limited to one side of A4):

Completed nomination must be returned to the school by:

Friday 3rd November