

To the Parents of pupils attending St Paul's C/E Infant School and Sure Start Children's Centre

Dear Parent

### **GOVERNING BODY OF St Paul's C/E Infant School and Sure Start Children's Centre**

We have a vacancy for a new Parent governor to join the governing body and so are seeking nominations.

The legal framework and process is listed below but in case you want some more information on the role of a Parent Governor, there is a fact sheet attached to this letter. If you would like to speak with someone about the role please ask me, or one of our existing Parent Governors . Pierre Gaillot (Dad to Emma in Rowan Class) or Claire Yeates (Mum to Ellie in Rowan Class)

Parent Governors are elected as directed by Schedule 1, Regulation 4 of the School Governance (Constitution) (England) Regulations 2003. Nominations for Parent Governor vacancies are made by parents of pupils registered at the school. Should there be more nominations than vacancies a secret ballot will be held. Parents of registered pupils attending the school may offer themselves for election. Parent Governors can serve for a term of up to four years irrespective of how long their child remains as a registered pupil of the school.

Parents are invited to submit nominations to the Headteacher using the attached nomination form. Each person must be proposed and seconded by parents of registered pupils presently attending the school and the nominee must also be a parent and signify his or her willingness to stand for appointment or election. *(Please note - a person is disqualified from election or appointment as a parent governor of a school if they are an elected member of the LA or if they work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in a school year (at the time of election or appointment)).*

The nomination form must be returned by 12 noon on 22<sup>nd</sup> February. No nomination will be accepted after that date and time. Those nominated to stand for election **may** enclose with their nomination forms, a short personal statement about themselves of not more than 100 words or may wish to complete this should a ballot prove necessary. A ballot will be necessary if the number of candidates exceeds the number of vacancies. Statements will be circulated to parents should a ballot prove necessary. In this case the ballot will be secret.

The timetable for the election of Parent Governor(s) is set out below.

29 <sup>th</sup> January	Parents' letter with nomination forms sent home via e-mail
22 <sup>nd</sup> February	Last day/time for returning nominations.
If a ballot is required	
23 <sup>rd</sup> February	Ballot paper and statements sent to parents.
12 <sup>th</sup> March	Closing date(12 noon), count of ballot papers and announcement of new parent governor.

Yours sincerely

Mrs S Brown  
Headteacher

**NOMINATION FORM FOR PARENTS**

**St Paul's C/E Infant School and Sure Start Children's Centre - Parent Governor Elections**

**Nomination Form**

**Nominee**

Name and Address (please print)

Name/s of child/children

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Nominee's Signature

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\_\_\_\_\_

**Proposer**

Name and Address (please print)

Name/s of child/children

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\_\_\_\_\_

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\_\_\_\_\_

Proposer's Signature

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**Secunder**

Name and Address (please print)

Name/s of child/children

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Secunder's Signature

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Nominee's Personal Statement (not more than 100 words) (use other side if necessary)

This form should be returned to the Headteacher, St Pauls CofE Infant School and Sure Start Children's Centre by 22<sup>nd</sup> February 2018