

LC/gov/clerk

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Dear Parent/Guardian

Parent Governor Election – Request for Nomination

A vacancy has arisen for a parent governor to serve on our school's governing body. We are keen to encourage parents to consider taking on this role.

Before you decide to nominate someone, or indeed yourself, you may want to know more about what is involved. The role of a parent governor and the rules governing your eligibility to stand for election are printed overleaf; you may also contact the Headteacher to discuss the role in more detail.

Nominations are invited from parents for this vacant position and I enclose a nomination form which has been prepared for this purpose. If you wish to nominate any parent, or be nominated yourself, you should arrange for the form to be fully completed and returned to me by no later than **3.30pm Friday 31 January**. Nominations received after this date and time will be invalid. A nominee must state on the form his/her willingness to stand for election. Candidates are encouraged to submit a brief personal statement (not more than 150 words).

If there are more nominations than vacancies then a ballot will be held. Ballot papers will be despatched on 03 February and must be returned by **3.30pm Friday 07 February** at the latest. Ballot papers received after the closing date will not be counted. Ballot papers will be counted at **9am Monday 10 February**.

The term of office of a parent governor is four years from the date of appointment. A parent governor is not disqualified from continuing in office should his or her child leave the school before the end of the four year period.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S J Garthwaite', with a horizontal line underneath.

S J Garthwaite
Headteacher/Prifathro

