



17 September 2021

Dear Parent,

Parent Governor Vacancy

Headteacher
Miss L. Greenaway, BA Hons, PGCEA, PGCE

Chair of Governors
Mrs A. Schmidt

We are seeking nominations for parents to stand for election as we have one vacancy on our governing body, coming up soon.

Parent governors are elected as directed by Schedule 1, Regulation 6 of The School Governance (Constitution) (England) Regulations 2012. Nominations for parent governor vacancies are made by parents/carers of pupils registered at the school. Should there be more nominations than vacancies a secret ballot will be held. Parents/carers of registered pupils attending the school may offer themselves for election. Parent governors serve for a term of four years irrespective of how long their child remains as a registered pupil of the school.

Parents are invited to submit nominations to the Clerk of the Governing Body using the enclosed 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.

The governing body has a vital role to play and relies on a team approach with each individual contributing a range of skills and experience. We are particularly keen to have finance expertise and/or a willingness to serve the governing body.

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 **noon on Friday 30 September 2021**. No nomination will be accepted after this date/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**. Statements will be circulated to parents should a ballot prove necessary, **additional words will not be included**. If the number of nominations received is less than the number of vacancies, all those nominated will be appointed without a ballot. If the number of candidates exceeds the number of vacancies a secret ballot will be held.

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

Friday 17 September 2021	Parents' letter with nomination forms sent home via pupil post.
Friday 30 September 2021 at Noon	Last day/time for returning nominations
Monday 11 October 2021	Ballot paper sent to parents
Monday 18 October 2020	Date of count of ballot papers

Nominations must be submitted to *the Clerk of the Governing Body* by **12 noon on Friday 30 September 2021**.

Yours sincerely

Angela Stone
Returning Officer and Clerk to the Governing Body

NOMINATION FORM FOR PARENTS

St. Peter's Church of England Infant School - Parent Governor Elections

Nomination Form

Nominee

Name and Address (please print)

Name/s of child/children

Nominee's Signature

Phone number

Email address

Proposer

Name and Address (please print)

Name/s of child/children

Proposer's Signature

Secunder

Name and Address (please print)

Name/s of child/children

Secunder's Signature

Nominee's Personal Statement (not more than 100 words) (Additional words)

This form should be returned to the **Clerk to the Governing Body on Friday 30 September 2021 by Noon.**