

12<sup>th</sup> January 2011

Dear Parent/Carer,

### **Election of Parent Governor**

There is a vacancy for parent governor on the school's governing body. If you would like to stand for election please complete and return the attached form to the school office by Wednesday 26<sup>th</sup> January 2011. Another parent of a child at the school must sign the form in support of your nomination.

Full Governor Meetings take place five times a year commencing at 6.00 p.m. and each Governor is also linked with a Governor Committee i.e. Pupil Achievement, Premises, Human Resources and Finance which meet approximately three or four times a year.

Please be aware that regulations require everyone elected or appointed to a governing body to undergo a pre-appointment check which may include a criminal background check.. This is to ensure the safety of the pupils. If you are elected and you subsequently decline to undergo such a check then you will disqualify yourself.

Please give brief details about yourself (not more than 80 words) on the form. If an election is needed these details will be copied and sent to other parents with the ballot papers. Please note that the 80 word limit will be strictly enforced and that any words in excess of 80 will be returned to the candidate for amendment.

If the number of nominations is the same as, or smaller than the number of positions to be filled, then the people nominated will be deemed elected unopposed. If there are not enough nominations, the governing body has the power to appoint parent governors to fill the vacancies.

The term of office for a parent governor, as for other governors, is four years. If you are elected you may serve the full four years even if your child leaves the school before your term of office finishes.

If a ballot is needed we shall send you a ballot paper on Wednesday, 2<sup>nd</sup> February 2011.

Only parents of children registered at the school are entitled to stand or vote in the election. Each parent will be sent one ballot paper regardless of how many children they have at the school, and each parent will have one vote per vacancy. The ballot will be secret and you will be notified of the result as soon as possible afterwards.

In most cases it will be obvious whether you are a parent, but to avoid uncertainty, for the purpose of the election of a parent governor, a parent is:

- Someone who has parental responsibility\*

or

- Someone who looks after the child on a day-to-day basis (but does not have “parental responsibility”).

\* *you have “parental responsibility” if –*

- you are the child’s natural mother

or

- you are the child’s natural father and  
**either** you were married to the mother on the day of the child’s birth  
**or** has entered into a legal parental responsibility agreement with the mother  
**or** has been granted a residence order from the court directing the child will live with him  
**or** registered or re-registered the child’s birth after 1<sup>st</sup> December 2003.

or

- the child lives with you as the result of a court order.

If you have any questions about whether you are eligible to stand or vote in the election or about anything else in this letter, please contact Mrs Shirley Lee my P.A.

Yours sincerely,

**Peter Baker**  
**Headteacher**

Election of Parent Governor at  
Mount Grace School

## NOMINATION FORM

Name: \_\_\_\_\_  
(*Mr./Mrs./Miss/Ms./Dr.*)

Address: \_\_\_\_\_  
\_\_\_\_\_

I have a child at the school and hereby nominate myself for election as a governor of the school. I understand that if elected I will have to undergo a pre-appointment check. Biographical details (80 words maximum) for inclusion in the voting paper are given below:

Seconded \* by: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_  
\* *The seconder must be a parent of a pupil at the school.*

**Biographical Details:**  
(80 words maximum)

**Your completed nomination form must be returned to Mrs. S Lee, P.A. to the Headteacher by Wednesday 26<sup>th</sup> January 2011**