

Date: 7th March 2013

Dear Parent/Guardian

Election of Parent Governors

This letter invites parents/guardians of pupils at St John's Mead Primary School to consider standing for election as a Parent Governor.

All school governing bodies must have a number of Parent Governors, who are elected by parents/guardians of pupils at the school for a period of 4 years. There are currently 3 Parent Governor vacancies at this school.

As a parent /guardian of a pupil at this school you can stand as a candidate or propose candidates for election to the Governing Body.

The way in which the election process works is set out below:

- All candidates for election must be proposed and seconded.
- Nominees may submit a description of themselves for inclusion with the voting paper. This description which should not exceed fifty words is helpful to other parents in deciding which person to vote for.
- Nominations should be submitted by completing and returning the paper enclosed with this letter to the Headteacher of your child's school, not later than ten days from the date on this letter.
- If there are more candidates than there are vacancies, the headteacher of your child's school will provide you with a voting slip and details of how and when you may vote.
- If the number of nominations match the number of Parent Governor vacancies, there will be no need for an election and the headteacher will display the names and address of the person(s) elected in a prominent position at the school.

School governors work with the Headteacher and staff of the school in determining the ethos and value of the school. It is essential that parents are actively involved in the governing body.

If you wish to know more about being a School Governor you may, approach your child's school, talk to someone you know who has been a School Governor or contact Governor Development Services by ringing 01454 863182.

Yours sincerely



Therese Gillespie
Director for Children and Young People

Enc. PLEASE RETURN THIS FORM BY FRIDAY 29th SEPTEMBER 2011 TO THE SCHOOL OFFICE

PO Box 2082, South Gloucestershire Council, Castle Street, Thornbury, South Gloucestershire BS35 9BY

NOMINATION FOR PARENT(S) GOVERNOR

To the Returning Officer at St John's Mead Primary School

We the undersigned, being the parents/guardians of children attending the school, wish to nominate:

Name

Address

.....

as a Parent Governor(s) of the above named school.

SignedName
Proposer

SignedName.....
Seconder

Date

The person nominated should:-

- (a) sign this form in order to show their willingness to stand as a candidate, should an election be required, and to serve as a Governor.
- (b) if they wish it included on the voting paper, submit with this form a brief description of themselves. This description should not exceed 50 words and will be returned if it does.

Signed

Date

CANDIDATE STATEMENT FORM

(Please ensure that your candidate statement is no more than 50 words)