

Tuesday, 10 September 2019

PARENT GOVERNOR ELECTION - NOTICE OF ELECTION

Dear Parent

There is a vacancy for a parent governor on the governing body of this school. They are elected by the parents of pupils at this school to serve a four-year term of office. You may, if you wish, put yourself forward for election, using the attached nomination form. Please read the information section of this form.

The timetable for the election is:

1. Nomination form to be returned to me by 12.00 noon on **Monday, 23 September 2019**
2. Ballot papers to be sent to all parents on **Thursday, 26 September 2019**. (Voting will only take place if there are more nominations than vacancies).
3. Ballot papers to be returned to me by 12.00 noon on **Monday, 7 October 2019**
4. The votes will be counted at 3.30 pm on **Monday, 7 October 2019** after which the result will be announced.

Governors have an important and influential role to play in the life of our school, and I do hope you will be able to take part in this election by becoming a candidate and by casting your vote when the time comes.

If you require any further information about being elected to the governing body, please do not hesitate to contact me.

Yours sincerely



Headteacher
Returning Officer for Governor Election

Eligibility

1. All parents of pupils at the school and, in the case of maintained nursery schools, parents of children for whom educational or other provision is made on the premises of the school can be nominated as a candidate for a parent governor election except for:
 - a. Elected Members of the Local Education Authority
 - b. Anyone paid to work at the school for more than 500 hours in any 12-month period commencing on 1 August and finishing on 31 July.

Nomination

1. Any parent who wants to be nominated has to be proposed and seconded by two other parents of pupils (children) at the school using the nomination form on the page opposite. It should be completed and sent to the Returning Officer by 12.00 noon on **Monday, 23 September 2019**. Please note there can be no extension beyond this time and date.
2. Candidates should complete the reverse of the nomination form with biographical details. This information will be sent with the voting papers to all parents to help them decide how to use their votes.

Parent Governors

1. The governing body of the school has several categories of governor and “parent governor” is one of these categories. All governors carry equal status.
2. Responsibility rests in the governing body as a whole. Individual governors only have responsibility collectively in the governing body. To be a governor does not give personal authority.
3. The term of office for a parent governor is 4 years and a parent governor does not have to resign if his/her child ceases to be a pupil at the school before that period of time ends, though s/he may do so if s/he wishes.

Disqualification

1. Regulations disqualify certain individuals from becoming a governor. Please contact school for further details of Appendix E. Prospective governors should read this carefully before proceeding with their nomination.

NOMINATION FORM

Before completing this form, please read the notes on the opposite page.

	NAME	ADDRESS	SIGNATURE
Nominee	(Capitals)		
Proposer	(Capitals)		
Secunder	[Capitals]		

Declaration of Nominee: I am willing to accept nomination and confirm that I am not disqualified from becoming a Governor. Should I be elected and subsequently become disqualified I undertake to notify the clerk in writing.

Should I be elected I understand that information on my Governorship will be made available to the County Council for its use in providing support to school Governors*.

* In this respect the Data Controller is Lancashire County Council and the nominated officer for data protection is the Data Protection Officer.

Signed: _____ Date: _____

This form must be returned to the Headteacher by 12.00 noon on **Monday, 23 September**
Late nominations will not be accepted.

BIOGRAPHICAL DETAILS

Candidates are asked to supply on this page information about themselves, which they believe will help parents to decide to vote for them in this election. (Maximum 60 words).

NAME: (Capitals): _____