



# Our Lady's Catholic High School

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Headteacher: Mr R Charnock



Monday, 26 September 2022

Dear Parent

## PARENT GOVERNOR ELECTION

My recent letter informed you that we needed to hold an election for a parent governor and invited nominations. We have received 2 nominations and must proceed to the election process itself.

Envelopes will be distributed over the next couple of days to pupils who are the youngest in the family. These envelopes contain two Ballot papers and two return envelopes per family.

Please read the information about the candidates and the election process carefully before completing and returning your ballot paper to school. Completed ballot papers, in their envelopes, must be returned to school to be placed in the ballot box by **12 noon on Monday, 10 October 2022**. The votes will be counted at **3.30 pm on Monday, 10 October 2022** after which the result will be announced.

## Casting Your Vote

1. Each person entitled to vote in this parent governor election has a single vote for **each** parent governor vacancy.
2. Place a cross in the box next to the person for whom you wish to vote. **Do not write anything else on the ballot paper.**
3. When you have completed the ballot paper place it inside the envelope provided and seal it. Only one ballot paper should be placed in the envelope. **Do not** mark the envelope in any way.
4. Return the completed ballot paper in the sealed envelope to school before the closing time of the ballot and ensure that it is placed in the ballot box to await the end of the voting period.

The process described above may seem complicated, but it has been designed to ensure that the ballot is secret yet only those entitled to vote can take part.

Please use your vote, the work of the parent governor as a member of the whole governing body is extremely valuable to this school.

Mr R Charnock  
Headteacher/Returning Officer



Artsmark  
Gold Award  
Awarded by Arts  
Council England