



26th January 2022

Dear Parent/Carer

## Election of Parent Governor

The governing body of the school includes 3 parent governors who are elected by the parents and serve for 4 years. Such a position is open to any parent/carers who has a child on the school register on the date of the election.

There will shortly be one vacancy for a parent governor. If you wish to stand for election please complete the enclosed nomination form. Paper copies are available in main reception.

A nomination needs to be supported by the signatures and addresses of 2 other parents/carers of children who also attend the school. Nominations should be sent to the Clerk of Governors, Mrs H Rodgers, by 9am on Friday 4th February 2022. If you are relying on student post, please ask your child to hand your nomination to main reception.

If 2 or more nominations are received, ballot papers, which will include the candidates' election statements, will be circulated on Monday 7<sup>th</sup> February 2022. Completed voting papers must be returned to Mrs H Rodgers in a sealed envelope marked "Ballot Paper" no later than 9am on Thursday 17<sup>th</sup> February 2022. All votes will be counted at 9.15am that day and candidates will be invited to the count. All parents will be notified of the result.

You will see on the reverse of the nomination form is a letter concerning the qualifications and disqualification connected with the office of governor, which you should also complete.

Parents/carers who are employed to work at the school or on a contract for services at the school for more than 500 hours a year are not eligible to stand for parent governor.

All elected parent governors are required to complete an Enhanced Disclosure check by the Criminal Records Bureau within 21 days of their election.

If you have any queries about becoming a governor, please do not hesitate to contact me or Mrs Helen Rodgers, Clerk of Governors on [hrodgers@sackvilleschool.org.uk](mailto:hrodgers@sackvilleschool.org.uk). We will be happy to discuss the role with you further.

Paper copies of this letter and accompanying form are available at the school's main reception.

Yours sincerely

Ms J Meloni  
Headteacher