



Dear Parent/Carer

Parent Governor Election

The Local Governing Body has vacancies for Parent Governors with a passion for education and a professional background in sectors such as human resources, legal, marketing and public relations, estates management, education, armed forces or social services. If you are interested in being a Parent Governor, or wish to nominate another parent/carers, please complete the attached nomination form. The term of office for a Parent Governor, once elected, is for up to three years. Governors are, of course, free to resign at any time.

Governors are representatives of the local community: their task is to guide and assist the school in the provision of the best possible education of our children. Being a governor is a very worthwhile experience. As the school is part of Southernly Point Co-operative Multi-Academy Trust, most statutory duties will be managed by the Trustees and their committees. However, the governor role remains an essential part of school life. Governors will support the Headteacher and staff in ensuring excellence in teaching and learning and behaviour management, as well as in maintaining the ethos of the school. They are also key in promoting and supporting the relationships with the community.

Governors are expected as a minimum to attend three Local Governing Body meetings a year, to be a link governor to a specific aspect of school life and from time to time to take part in a selection of staff interviews and governor panels. In addition, governors support in rotation events throughout the school year such as concerts, prize giving or drama productions.

If you would like to be considered or to nominate another parent/carers, please return the completed nomination form to the school by Friday 22nd November, addressed to Sarah Bayes, Clerk to the Governors. All nominations must be accompanied by a Pen Portrait outlining the skills and experience the nominee could bring to the role and will be subject to Trustees' approval.

If there are more nominations than vacancies, there will be an election by secret ballot of parents/carers beginning on Friday 6th December. Voting will close on Thursday 19th December. Counting of votes will take place on Friday 20th December. The candidates receiving the highest number of votes will be elected to the Local Governing Body. If fewer nominations are received than available vacancies, then those nominated will be deemed to have been elected.

The important dates are:

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| Tuesday 12 th November | - Nomination forms / Pen Portrait forms distributed to parents/carers |
| Friday 22 nd November | - Closing date for receipt of nominations and Pen Portraits |
| Friday 6 th December | - Election voting forms distributed |
| Thursday 19 th December | - Closing date for receipt of voting forms |
| Friday 20 th December | - Counting of votes cast and result announced |

Yours faithfully

Mr Chris Webb
Chair of Governors