



Abbot Beyne

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Headteacher: Mrs A L Stoddart
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Our Ref: ALS/HMH/NJW

2nd October 2017

Dear Parent/Carer

Two vacancies exist on our school's Governing Board for a parent governor. I am writing to inform you of the election arrangements and to invite you to stand for election. Parent governors are appointed for a period of four years, irrespective of whether their children remain in school during that period.

Parents who are willing and eligible to stand as a candidate for election may obtain nomination forms from the school office in person or via email from office@abbotbeyne.staffs.sch.uk. The nomination form then needs to be signed by the candidate and two other parents. Parents of all children currently registered at the school are entitled to stand for election or to nominate others. For these purposes 'parent' includes a step-parent, guardian or other persons having parental responsibility. Please note that you will be disqualified from standing for election as a parent governor if any of the following criteria are applicable:

- You are employed at this school for more than 500 hours in a consecutive twelve month period (i.e. more than one third). You will, however, be entitled to vote in the election.
- You are an elected member of the Local Authority (Staffordshire County Council).

Prospective governors should satisfy themselves that they are not disqualified from being a school governor in general (see overleaf) and that they meet the eligibility criteria for being a Parent Governor at the school.

You may also like to note that the Governing Board has a code of conduct and that any new governor will be expected to sign up to and adhere to that code. You should also be aware that if your duties as a governor require you to have a DBS check, this will reveal information about previous cautions and convictions.

A completed nomination form must be returned to the school no later than 18th October 2017. It would be helpful if candidates would submit a brief statement about themselves. Should a vote be required, this will be distributed to all parents to help them to make their decision.

As soon as possible following the closing date for nominations, all parents will be sent a ballot paper giving details of each of the candidates. Parents will be asked to indicate their preference as appropriate and return the ballot paper to the school office no later than the date shown. To comply with statutory regulations the ballot will be conducted in secret.

All candidates will be invited to attend the count although it will not be invalidated due to inability to attend. The results of the ballot will be posted on the school notice board immediately following the count.

Yours sincerely

Annabel Stoddart
Headteacher