



8 March 2019

Dear Parent/Carer,

Parent Governor Election

I am writing to you to invite you to stand for election as a Parent Governor, or nominate another parent to do so. We currently have one Parent Governor and would like to recruit up to two Parent Governors.

No special qualifications are needed and the most important thing is to have a keen interest in the Academy and be prepared to play an active part in the Governing Board's work. Training is available for all Governors and the Governing Board has an expectation that those new to being a Governor attend free induction training.

The [enclosed sheet](#) summarises the circumstances under which someone cannot serve as a Parent Governor. Nominations must be from parents, or individuals exercising parental responsibility, of a child at the Academy.

If you would like to stand for election please complete the [enclosed nomination form](#) and return it to the Academy no later than 21 March 2019. You should also include a short personal statement to support your nomination and explain what you can offer to support the Academy students and Governing Board. This should be no longer than 250 words. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent.

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Yours faithfully,

Donna Shepherd
Returning Officer

