



Date: 25 April 2016

Ref: NHO/ebi

Dear Parents/Carers

Election of Parent Governor(s)

I am writing to invite you to consider standing for election as a parent governor for this school or to nominate another parent to do so.

As you may know, every Kent school has a governing body that includes a number of categories of governors including parent governors. All schools have between one and seven parents (depending on their type and size) who are elected to serve for a four-year period, though they may resign at any time. It should be noted that no one may hold more than two ordinary governorships at the same time.

Together with the Headteacher, the governing body has overall responsibility for the running of the school. Governors are involved in deciding school policies, monitoring student results and allocating the school's budget. No special qualifications are needed; the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing body's work. In order to support governors in their work, the county council provides full training for all governors free of charge.

In our school, we are entitled to six parent governors and there is currently a vacancy for one parent governor. The full governing body normally meets at least once a term at 6.00pm. There may also be two or three committee meetings per term (depending on which committees you agree to sit on).

If you would like to stand for election, or to nominate someone else, please complete the attached form and return it to me by **Monday 9th May 2016**. Each person nominated must be proposed and seconded by parents who have a child at the school. Anyone standing for election is invited to provide, with his/her nomination, a short personal statement. The statement should include biographical information, your reasons for wanting to be a parent governor and the contribution you believe you can make to the governing body.

If the number of nominations equals, or is less than, the number of vacancies the nominees will automatically be elected as parent governors. If, however, there are more nominations than vacancies an election will be held and copies of the personal statements will be circulated to all parents. Two weeks will be allowed for the return of ballot papers. Each parent will have one vote for each vacancy no matter how many children he or she has at the school.

I do hope you will consider standing as a governor yourself or nominating another parent. If you would like more information about being a school governor please contact either myself or the Governor Support Officer at the Local Education Office on 01622 203800 or <http://www.nga.org.uk/Be-a-Governor/Be-a-Governor.aspx> for more information.

Yours sincerely

MRS N HODGES
Headteacher



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IN PEOPLE**

