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7<sup>th</sup> December 2017

Dear Parent/Carer,

### **Election of Parent Governors**

I am writing to invite you to consider standing for election as a parent governor for our school, or to nominate another parent.

Every Kent school has a governing board, which includes a number of categories of governors including parent governors. Parent governors are elected to serve for a period between one and four years, though they may resign at any time.

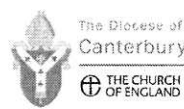
Together with the Headteacher, the governing board has overall responsibility for the running of the school. Governors are involved in deciding school policies, allocating the school's budget and appointing senior staff. No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing board's work. In order to support governors in their work, the County Council provides full training for all governors at no charge to the individual.

In our school, we have two parent governors who serve for a term of office of four years. The full governing board normally meet once a term usually at 1.00pm. In addition, there are Committee meetings per term (depending on which Committees you agree to sit).

**At this moment in time we are ideally looking for any parent with current curriculum/educational experience.**

If you would like to stand for election, please collect a form from the school office or download a copy from the school website, complete it and return it to school by Tuesday 19<sup>th</sup> December. Each person nominated must be proposed and seconded by parents/carers who have a child at the school. Anyone standing for election is invited to provide, with his/her nomination, a short personal statement (maximum of 100 words). The statement should only include biographical information, your reasons for wanting to be a parent governor and the contribution you believe you can make to the governing body.

An election will be held and copies of the personal statements will be made available to all parents. Two weeks will be allowed for the return of ballot papers. Each parent will have one vote for each vacancy, irrespective of the number of children s/he has at the school. The ballot paper will be distributed to each eligible parent. Each ballot paper will be stamped or endorsed for security and produced on coloured paper. Ballot papers should be returned in the inner unmarked envelope and then placed in the outer



envelope clearly marked 'Parent Governor Election', bearing the name and address of the voter, the name(s) of their child(ren) and should be signed across the seal.

I do hope you will consider standing as a governor or else nominating another parent/carer. If you would like more information about being a school governor, please contact another governor or one of us for more information via the school office.

Kind regards,

Mrs Sweet



Interim Executive Headteacher

Mr Geeves



Deputy Headteacher