



Castle Camps CofE (VC) Primary School
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Headteacher: Miss A.E.O'Connor

8th June 2015

Dear Parents,

Castle Camps C of E (VC) Primary School Election of Parent Governor

The governing body of Castle Camps C of E (VC) Primary School has **1 parent governor vacancy**. We are writing to you to ask if you would be interested in becoming a school governor.

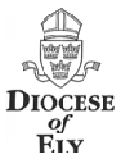
Governors are responsible for strategic planning and finance. They help to appoint our staff and to build good relationships between the school, parents and our local community. Our parent governors are very valuable members of the governing body and we rely on them to help us to keep in touch with what parents are thinking. They are on the governing body as representative parents, but they are not delegates and other parents cannot mandate them on how they should vote.

Governors do not need to be experts to tackle the range of responsibilities expected of them. 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 body's work. However, we would particularly welcome nominations from parents with some or all of the following skills: education, science, computer coding or running a business. Help, advice and training are available from various sources and this governing body has an expectation that those new to being a governor attend free induction training. If you are interested in the education of your child and the way the school makes decisions and have some time to commit to this role we would like you to consider becoming a parent governor. If you would like more information please contact the school and we can put you in touch with a member of our governing body for an informal chat.

Anyone who has parental responsibility for a pupil on the school roll at the time of the election can self-nominate, stand for election and can vote in the election. A parent who works for the school for 500 hours or more or a parent who is an elected member of the local authority (County Councillor) is not eligible to stand for election but they are permitted to vote. If insufficient parents stand for election the governing body can appoint nominated parents to the governing body. The term of office for a parent governor is 4 years.

All nominations should be sent in to the school office by **4.00 p.m. Monday 22nd June 2015**. We also need a few words about the candidate and why they would like to be a governor. If you would like extra copies of the nomination forms please contact the school office.

On **Thursday 25th June 2015** we will inform parents about the details of parent governor nominations. If an election is necessary we will send ballot forms home with the children with the names of the candidates and their details. Each parent will have 1 vote as there is



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1 vacancy. The ballot is secret and you can send or post the ballot paper back using a double envelope system. (The ballot paper should be sealed in an inner unmarked envelope, which would be sealed in an outer envelope with the name of the voter printed on the back.) The ballot paper can be placed in the ballot box outside the school office. All votes must be in by **4.00 p.m. Tuesday 7th July 2015** and votes will be counted on Wednesday 8 July.

A copy of the rules guiding the election of parent governors and further copies of the nomination form can be obtained from the school office. If you require a copy of this letter in a language other than English or in large print format please contact the school.

Yours sincerely

Headteacher

Chair

Election for a Parent Governor for *CASTLE CAMPS C of E (VC) PRIMARY SCHOOL*

Name:

Child(ren) in Year(s):

Why I would like to be a parent governor:

(please provide a brief statement of no more than 200 words continuing on a separate sheet if necessary)

I am willing and eligible to stand for election as a parent governor at CASTLE CAMPS C OF E (VC) PRIMARY SCHOOL

Name of Candidate:	
Signature:	
Date:	