

**DUNDRY C of E PRIMARY SCHOOL  
DUNDRY, BRISTOL BS 41 8JD**

**24<sup>th</sup> September 2010**

Dear Parent or Guardian

## **NOTICE OF ELECTION OF PARENT GOVERNOR**

The Instrument of Government provides that there shall be elected 3 Parent Governors on the Governing Body.

I am now writing to tell you that there is one Vacancy for Parent Governor and to invite parents, foster-parents, guardians, or carers who would like to be a governor to put their names forward for appointment.

If there are more candidates than there are vacancies, there will be an election by secret ballot.

If you wish to stand for election as a Parent Governor, it is necessary for you to be proposed by a parent/guardian of a pupil registered at the school and for the nomination to be seconded by another parent/guardian of a pupil registered at the school. The proposer and seconder should indicate their support for your candidature by signing the nomination form. Nomination form (PG2) is attached. All nominations should be returned to me via the school within fourteen days of the date of this letter.

Each candidate is recommended to submit with the nomination form (PG2) a brief profile of up to 100 words which will be circulated with the voting papers should an election be necessary.

Parents who, at the time of the election, work at this school for more than 500 hours in the school year or are an elected member of North Somerset Council, are not eligible to be elected as a parent governor or as a community (formerly co-opted) governor. They may vote in the election of parent governors and are eligible for election as a staff governor.

Any person who has been adjudged a bankrupt is disqualified from being eligible for election as a governor for a period of three years from the date on which the terms of the deed of composition or arrangement are fulfilled. Similarly, a person who has received a sentence of imprisonment for a period of three months or more, is disqualified from being eligible for election as a governor for a period of five years after the completion of the sentence.

Concerns about eligibility to take part in this election will be decided by the Director of Children & Young People's Services whose representative can be contacted on 01934 427345. I am enclosing with this letter:-

- a paper detailing the procedure for parent governors elections prepared by North Somerset
- and
- a paper which gives information about the role of school governors prepared by the School

Yours sincerely

Headteacher

**ELECTION OF PARENT GOVERNOR – NOMINATION FORM**

NOMINEE: I, (names in full)

\_\_\_\_\_

Of (address)

\_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

am willing to stand as a candidate in the election for Parent Governor(s) to serve on the Governing Body of the above named school.

I am a parent/guardian of the following pupil(s) who are registered at the school:-

| <u>Name(s)</u> | <u>Date of Birth</u> | <u>Class/Form Tutor Group</u> |
|----------------|----------------------|-------------------------------|
|----------------|----------------------|-------------------------------|

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**PROPOSED BY: (full name)** \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian: (Name/s of pupil/s) \_\_\_\_\_

Class/form/tutor group: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**SECONDED BY: (full name)** \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian: (Name/s of pupil/s) \_\_\_\_\_

Class/form/tutor group: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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This form should be returned to the Clerk to the Governing Body

a.m.

c/o \_\_\_\_\_ School by \_\_\_\_\_ p.m. \_\_\_\_\_ (date)

**Dundry C of E Primary School**

Dear Parent/Guardian

**ELECTION OF PARENT GOVERNOR(S)**

\_\_\_\_\_ **School**

The following have been nominated for election as Parent Governor(s):-

1. Name: \_\_\_\_\_

2. Name: \_\_\_\_\_

As the number of those nominated does not exceed the number of vacancies, I declare

\_\_\_\_\_ duly appointed.

3. The name of the previous holder of this appointment was \_\_\_\_\_

Yours sincerely

**Headteacher**

**Dundry C of E Primary School**

Dear Parent/Guardian

**ELECTION OF PARENT GOVERNOR(S)**

\_\_\_\_\_ **School**

The following have been nominated for election as Parent Governor(s):- A brief profile of each candidate is enclosed

1. Name: \_\_\_\_\_
2. Name: \_\_\_\_\_
3. Name: \_\_\_\_\_
4. Name: \_\_\_\_\_

As the number of candidates exceeds the number of vacancies, an election by secret ballot will be held. In the case of single parent families or if one parent is away from the home please return the unused ballot paper in the sealed envelope.

All ballot papers are to be placed in the ballot box by .....**(insert time a.m./p.m)** on \_\_\_\_\_ **(insert date)**. The ballot box will be available in \_\_\_\_\_ **(insert location)** room between the hours of \_\_\_\_\_ **(insert)** each school day until the last time for voting.

The ballot box will be available \_\_\_\_\_

The count will be held at \_\_\_\_\_ (venue) on \_\_\_\_\_ (date) at \_\_\_\_\_ a.m. / p.m. and will be conducted by the Clerk to the Governors and myself. All candidates or their representatives are entitled to attend the count as observers.

Signed : \_\_\_\_\_ Date: \_\_\_\_\_  
**Headteacher**

**ELECTION OF PARENT GOVERNOR  
DUNDRY C of E PRIMARY SCHOOL**

There are \_\_\_\_\_ vacancies to be filled and you should vote for not more than \_\_\_\_\_<sup>(1)</sup> Candidates. Please indicate your choice by placing an 'X' in the box opposite the name(s) of the candidate(s) you wish to support.

| Names of Candidates | Put 'X' here |
|---------------------|--------------|
|                     |              |
|                     |              |
|                     |              |
|                     |              |
|                     |              |
|                     |              |

Please return this voting paper in the envelope provided by not later than  
a.m. \_\_\_\_\_ p.m. on \_\_\_\_\_<sup>(2)</sup> (date).

**Note**

In preparing their version of this model ballot paper, schools are recommended:

- (1) to enter the number of candidates
- (2) to enter the date and time when the ballot box will be closed eg 4.30 pm on Monday

**DUNDRY C of E PRIMARY SCHOOL**

To: All Parents

**ELECTION OF PARENT GOVERNOR(S) TO THE GOVERNING BODY**

\_\_\_\_\_ **SCHOOL**

This is to inform you that \_\_\_\_\_ and  
\_\_\_\_\_ <sup>(1)</sup> has/have been elected to the  
Governing Body as Parent Governor(s).

The number of votes cast for each candidate was as follows:

Name

Number of Votes

The number of 'spoilt' ballot papers was \_\_\_\_\_

Signed: \_\_\_\_\_  
**Headteacher**

Date: \_\_\_\_\_

Note

(1) Enter name(s) of parent governors

Date:

To: (Name) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Dear \_\_\_\_\_

### **ELECTION OF PARENT GOVERNOR(S)**

\_\_\_\_\_ **SCHOOL**

I am writing to confirm that as a result of the recent election you have been elected as a parent governor of this school. On behalf of the chair of governors ( ) and myself, may I congratulate you on your appointment and welcome you to the governing body. I hope that you will find your time as a school governor both enjoyable and rewarding.

The result of the election has been passed to the Governor Support Unit, Children & Young People's Services Department and to <sup>(1)</sup> ( ) the Clerk to the governing body. Mr/Mrs <sup>(1)</sup> will be in contact with you about the next meeting of the governing body which is due to be held on \_\_\_\_\_.

A colleague from within the Governor Support Unit will write to you about the disqualifications which prevent some persons serving as a governor. Once the check has been completed, you will receive a further letter about your appointment, confirming your period of office and the role of school governors.

Please feel able to contact \_\_\_\_\_ or me if you have any questions about your appointment.

Yours sincerely

**Headteacher**

Copy Clerk to the Governors  
Governor Support Manager

Note

(1) Mrs Jane Hamblin 01179646213 [Janhamb@aol.com](mailto:Janhamb@aol.com)