



12<sup>th</sup> December 2014

Dear Parent

### **Election of Parent Governors for Holmbush Primary School**

Every maintained school in England has a Governing Body responsible to the local community for running the school. One third of the membership has to be parents and there will shortly be a vacancy for a parent governor. The term of office will be 4 years.

If you are interested in standing for election as one of the parent governors of the school, please complete the enclosed nomination form, ensuring that you obtain the signature of 2 parents/legal guardians who support your nomination. You must also include a brief election statement. If 2 or more nominations are received, I shall send all parents voting papers, which will include the candidates' ~~elec~~ election statements.

In the event of a ballot I have arranged for votes to be counted at a time mutually agreed with all candidates, and each candidate or his authorised representative may attend the count. I shall arrange for all parents to be notified of the result.

I have enclosed an extract from the Regulations concerning the qualifications and disqualification connected with the office of governor, which you should read carefully. If you have any queries about them or about the procedure, I shall be pleased to answer them.

Yours sincerely,

Headteacher