

Date/Dyddiad 12 October 2021  
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Your Ref/Eich Cyf  
My Ref/Cyf

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Dear Parent

**SCHOOL GOVERNING BODY PARENT GOVERNOR ELECTION - NOMINATION LETTER**

There are currently 2 vacancies for parent governors on the governing body of Whitmore High School.

No special qualifications are necessary. What matters is common sense and an interest in the school. All governors will be given full information about their responsibilities and the LEA organises training for governors, so far as resources permit.

The full governing body meets around twice per term and there are also various committees like Finance and Staffing, Curriculum and Premises that will need to meet at times during the academic year. Parent governors may be elected to these committees as well as sometimes becoming involved in staff appointments and attending school functions where time permits. The term of office for parent governors is four years.

The first thing to do if you want to become a governor is to complete the nomination form on the reverse side of this letter and return it to your child's school by no later than Tuesday 19 October 2021 at 3.30pm. **Any nominations received after this date will not be accepted.**

If you so wish, you can write up to 50 words about yourself on the nomination form, but you do not have to do this. For example, you may want to mention what sort of work you do, how long you have been associated with the school, whether you have any other experience of committee work or voluntary work in the community, and so on. **If you write more than 50 words about yourself the information will be edited to this limit.**

If more nominations are received than the number of current vacancies there will have to be a ballot. This will be decided by a simple majority. The timescale for any election will be as follows:

Closing date for nomination: Tuesday 19 October 2021

\*\*\*\*\*HALF TERM\*\*\*\*\*

Issue of ballot papers - Tuesday 2 November 2021  
(if an election is needed)

Return of ballot papers by: Tuesday 9 November 2021

I very much hope that you will think seriously about becoming a school governor. Remember, no special knowledge or qualifications are necessary, just common sense, enthusiasm, and a keen interest in helping the school to fulfil the potential of all the children who will attend it. Please consider it carefully.

Yours sincerely

Janine Hoare  
for Governor Support Unit

**VALE OF GLAMORGAN COUNCIL**  
**PARENT GOVERNOR ELECTION 2021**  
**GOVERNING BODY OF WHITMORE HIGH SCHOOL**  
**NOMINATION FORM**

Name of parent (Please PRINT name) \_\_\_\_\_

Address: \_\_\_\_\_ Tel No: \_\_\_\_\_

Email address: \_\_\_\_\_

I confirm that I wish to stand as a candidate for the position of parent governor on the Governing Body of (insert name of school).

\_\_\_\_\_

Signature of parent \_\_\_\_\_ . Date \_\_\_\_\_

My child is in Class / Form \_\_\_\_\_ Sex of Child \_\_\_\_\_  
(Insert number of class or name of teacher)

If an election is held, I would like the following information about myself to be circulated to all parents with the ballot paper to a limit of 50 words. Please continue on a separate sheet of paper if necessary.  
**If the information exceeds 50 words it will be edited to that limit in fairness to all candidates.**

Signature of parent \_\_\_\_\_

**IMPORTANT: This form must be returned to your child's school on Tuesday 19 October 2021 at 3.30pm.**

Acknowledgement of Nomination  
NAME AND ADDRESS OF NOMINEE \_\_\_\_\_

(To be completed by candidate) \_\_\_\_\_

I hereby acknowledge receipt of your nomination.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Headteacher (Returning Officer)