

Date/Dyddiad 13 September 2022
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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 **3** vacancies for parent governor 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 20 September 2022 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. Please note that if there are more nominations received than vacancies, then a ballot will be held and your 50 word submission will be shared with all parents. This is to enable them to determine which candidate(s) to vote for in the ballot.**

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 20 September 2022
Issue of ballot papers - (if an election is needed)	Tuesday 27 September 2022
Return of ballot papers by:	Tuesday 04 October 2022

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 2022
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 20 September 2022 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)