



Chesterton CE Primary School
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Headteacher: Mr Iain Horner

7th November 2017

Dear Parents and Carers,

CHESTERTON SCHOOL ELECTION OF PARENT GOVERNORS

This is to let you know that we will be electing one new parent governor to join the Governing Body in Term 3 and would like to give you the opportunity to nominate yourself or another parent.

Governors are responsible for working with the Headteacher and School Leadership team to manage the strategic direction of the school. They help to appoint our staff and to build good relations between the school, parents and our local community.

Anyone who has parental responsibility for a pupil on the school roll at the time of the election can stand for election*, can nominate someone for election and can vote in the election. Roughly speaking, parental responsibility means someone with whom the child is living. If you are not sure about this, please contact the school office who will be able to explain in more detail.

If you are interested in becoming a school governor and would like to gain an understanding of what the role entails please speak to Terry Smith, Chair of Governors, after school or via the school office. This is an important part of the process in order that nominees can fully appreciate the commitment required. We would ideally like to recruit someone with an interest in learning about and supporting Health & Safety at school.

All nominations should be sent in to the school office by **Wednesday 22nd November before 9.30am**. You do not need a seconder and you can nominate yourself. Every nomination must be signed by the candidate stating that they are willing to stand. We also need a few words about them and why they would like to be a governor. Candidates cannot withdraw from the election once ballot papers have been issued.

On **Thursday 23rd November**, we will send the ballot forms with the names of the candidates and their details, home with the children so please watch out for the letter! Each parent will have one vote, however many children they have in the school. The ballot is secret; you can send or post the ballot paper back in a sealed envelope, or drop it into the ballot box outside the school office. All votes must be in by **Wednesday 6th December at 3.30 p.m.** when they will be counted. **(Please note that there will be a start date of Tuesday 16th January at the Full Governors Meeting).**

Our parent governors are very valuable members of the governing body; please think about taking on the role.

Yours sincerely

Mr Iain Horner (Headteacher)

*Parents who work for 500 hours per year at the school are not eligible to be a parent governor but are eligible to vote in parent governor elections

<p><u>Name of Nominee</u></p> <p>.....</p> <p>Address:.....</p> <p>.....</p> <p>Tel No/s:.....</p>	<p><u>Candidate</u></p> <p>I am willing to stand as a Parent Governor at Chesterton School.</p> <p>Signed:.....</p> <p>Date:.....</p>
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Please return in a sealed envelope by 9.30 am on Wednesday 22nd November,
to the school office.