**VACANCY LETTER**

Mr/Mrs A Parent

Dear Parent(s)/Guardian(s)

**Parent Governor Election**

We have a vacancy for a parent governor which we need to fill as soon as possible. Parent governors are elected by and from the parents of children currently attending our school. They serve a four-year term of office and bring a very important and valued perspective to the work of the governing board.

You might like to look at the information on the role of governors: [**https://www.nga.org.uk/getattachment/Governance-Recruitment/Be-a-school-governor-or-trustee/Governor-role-description-2017-(1).pdf?lang=en-GB**](https://www.nga.org.uk/getattachment/Governance-Recruitment/Be-a-school-governor-or-trustee/Governor-role-description-2017-(1).pdf?lang=en-GB).

Further information on the role can also be obtained through the school office.

The governing board has a vital role to play in making sure every child receives the best possible education. This is achieved by ensuring that governors have the necessary skills and commitment to contribute to the effective governance and success of the school. The particular skills that governing boards need will vary and will include personal qualities and capabilities, such as the capacity and willingness to learn and work as part of a team. It is expected that governors will make use of the various training opportunities available to them and play a full part in the work of the governing board.

If you are interested in becoming a governor, contact the school office with your nomination (self nomination is acceptable), which will need to be with the school by 12.00 noon on ..........................

If there are more nominations than vacancies, a ballot will be held and you will be sent a voting paper.

Yours sincerely

Headteacher/Chair of Governors

**NOMINATION FORM**

**SCHOOL**

**Election of Parent Governors**

Nomination Form

Name:

Address:

Please tick

I declare that I have a child on roll at the school and am eligible and willing to serve as a parent governor

I declare that I have read and understood the disqualification criteria

I understand that the post requires me to hold a DBS certificate

Signature:

Nominated by\*: (Signature, name in capitals and address)

Candidate’s statement for inclusion on ballot paper:

Completed nomination must be returned to the school by:

(Time)………………………………………….

(date)..............................................

\*Self nomination is acceptable

**BALLOT PAPER**

Ballot Paper - Election of Parent Governor

Number of vacancies to be filled: ............................. (word)

1. Each parent must vote on a separate form

2. Each parent is entitled to a number of votes equal to the number of vacancies e.g. one vacancy one vote; three vacancies three votes but only one vote can be used per candidate.

3. Please vote in ink by placing an X against the candidate(s) of your choice

Papers recording more than the required votes or marked in any other way will be invalid.

**CANDIDATES:**

Name

Candidate’s Statement:

Name

Candidate’s Statement:

Name

Candidate’s Statement:

Completed ballot papers must be returned to the school by:

(Time)………………………………………….

(date)..............................................

**THANK YOU FOR APPLYING LETTER**

Dear

Re: Election of Parent Governor at .................................... School

Thank you for your offer to become a parent governor at our school.

As there are more nominations than vacancies, there will be an election.

The count will be held at the school on ............... at ................. am/pm, and you are entitled to attend this count. If you wish to attend please let me or the school office know. If you are unable to attend, I will inform you in writing of the result within three school working days.

If you have any queries about the election process I shall be glad to answer them.

Yours sincerely

Headteacher

**RESULT LETTER**

Letter to Parents

Dear

Re: Election of Parent Governor(s) at ......................................... School

I am pleased to inform you of the result of our election for parent governor(s).

Elected: Name(s) of candidate(s)

We would like to thank those who put their names forward and we are sorry that there were insufficient places for all those interested this time.

Yours sincerely

Headteacher

**Successful Candidates**

I am pleased to inform you that you have been elected unopposed as a parent governor and your 4\* year term of office will commence on ......................................................

OR

I am pleased to inform you that following the recent parent election you have been elected as a parent governor and your 4\* year term of office will commence on .....................................

AND

You will soon be contacted by the clerk to governors with details of the next meeting. Governors are required to undertake a Disclosure and Barring Service Enhanced Check.

\* can be less if Instrument of Government indicates this

**Unsuccessful candidates**

Any unsuccessful candidates should be thanked for their interest.

I regret to inform you that on this occasion you were unsuccessful in the recent parent governor election.

Details of the actual number of votes cast can be obtained on request from the school office.

If you would like to be considered in another capacity as one of our school governors at a later date, please either contact the chair of governors or let me know.

Thank you once again for your interest.