

February 2021

Dear Parent(s)/Carer(s)

A vacancy exists on our school's governing body for a parent governor. I am writing to inform you of the election arrangements and to invite you to stand for election. Parent governors are appointed for a period of four years or as determined in the school's Instrument of Government, irrespective of whether their children remain in school during that period.

Parents who are willing and eligible to stand as a candidate for election may obtain nomination forms from the school website or from Mrs Sharon Jones PA to Head of School - Email address: s.jones@chaseterraceacademy.co.uk . The nomination form then needs to be signed by the candidate and two other parents. Parents of all children currently registered at the school are entitled to stand for election or to nominate others. For these purposes 'parent' includes a step-parent, guardian or other persons having parental responsibility. Please note that you will be disqualified from standing for election as a parent governor if any of the following criteria are applicable:

- You are employed at this school for more than 500 hours in a consecutive twelve month period (i.e. more than one third). You will, however, be entitled to vote in the election.
- You are an elected member of the Local Authority (Staffordshire County Council).

Prospective governors should satisfy themselves that they are not disqualified from being a school governor in general (see overleaf) and that they meet the eligibility criteria for being a Parent Governor at the school.

You may also like to note that the governing body has a code of conduct and that any new governor will be expected to sign up to and adhere to that code. You should also be aware that if your duties as a governor require you to have a DBS check, this will reveal information about previous cautions and convictions.

A completed nomination form must be returned to the school no later than **Friday 26th February 2021 at 4pm**. It would be helpful if candidates would submit a brief statement about themselves (no more than 250 words). Should a vote be required, this will be distributed to all parents to help them to make their decision.

As soon as possible following the closing date for nominations, all parents will be sent a ballot paper giving details of each of the candidates. Parents will be asked to indicate their preference as appropriate and return the ballot paper to the school office no later than the date shown. To comply with statutory regulations the ballot will be conducted in secret.

The results of the ballot will be posted on the school notice board immediately following the count.

Yours sincerely



Ms Nicola Mason
Head of School