

Dear Parent

## **Election of Parent Governors**

### **Upper Beeding Primary School School**

Every maintained school in England has a Governing Body responsible to the local community for running the school. The term of office for a governor is four years.

Mrs Lindsey Welstead's term of office is coming to an end. Mrs Welstead has indicated she will be standing again for parent governor but if you are also interested in standing for election for this Parent governor position, please collect a nomination form from the Office. You will need to ensure that you obtain the signature of 2 parents/legal guardians who support your nomination and must include a brief election statement. If two or more nominations are received, I shall send all parents voting papers, which will include the candidates' election statements.

In the event of a ballot I have arranged for votes to be counted at 11a.m. on Wednesday 30<sup>th</sup> November, and each candidate or their authorised representative may attend the count. I shall arrange for all parents to be notified of the result.

I have enclosed an extract from the Regulations concerning the qualifications and disqualification connected with the office of governor, which you should read carefully. If you have any queries about them or about the procedure, I shall be pleased to answer them.

All elected parent governors are required to complete an enhanced criminal record application within 21 days of their election.

Yours sincerely,

Becky Linford  
Headteacher