



# Upper Beeding Primary School

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Headteacher: Mrs R Linford

Friday 23<sup>rd</sup> November 2018

Dear Parent

## Election of Parent Governors at Upper Beeding Primary 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 4 years, and Upper Beeding Primary School currently has a vacancy for a Parent Governor.

If you are interested in standing for election as one of the Parent Governors of this school, please collect a nomination form from the school office. Please ensure that you obtain the signatures of two parents/legal guardians of children currently at Upper Beeding Primary School who support your nomination. You must also include a brief election statement, and then sign and return the declaration form, together with a signed eligibility form, to the school office. The eligibility form and a Governor role description are also available from the school office.

**Nominations must be received in the school office by Friday 7<sup>th</sup> December 2018 at 3:30pm.**

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 2:00pm on Friday 14<sup>th</sup> December, and each candidate or his authorised representative may attend the count. I shall arrange for all parents to be notified of the result.

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

Yours sincerely,

Becky Linford  
Head Teacher

