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8th December 2020

Dear Parent/Carer

Election of Parent Governors

We have a vacancy for a parent governor. If you would like to stand for election please complete the attached self-nomination form and return to the **school office by 9am on Monday 11th January 2021**. Another parent of a child at the school must sign the form in support of your nomination.

Please be aware that regulations require everyone elected or appointed to a governing body to undergo a pre-appointment check which may include a criminal background check. This is to ensure the safety of the pupils. If you are elected and you subsequently decline to undergo such a check, you will disqualify yourself.

The governing body has determined that the term of office for a parent governor is 4 years. If you are elected you may serve the full term of office even if your child leaves the school before your term of office finishes.

Please give brief details about yourself (**not more than 80 words**) on the form. If an election is needed these details will be copied and sent to all parents with the ballot papers. Please note that the 80 word limit will be strictly enforced. Any statement with more than 80 words will be returned to the candidate for amendment.

If the number of self-nominations is the same as, or less than, the number of vacancies then the self-nominated people will be deemed elected unopposed. If there are not enough nominations, the governing body has the duty to appoint parents to fill the remaining vacancy/ies. If the self-nominations received are more than the vacancies then an election will be necessary and we will send you a ballot paper on Monday 18th January.

Only parents of children registered at the school are entitled to stand or vote in the election.

In most cases it will be obvious whether you are a parent. For the purpose of the election of a parent governor, a parent is:

- ❖ **Parents** (including carers) of registered pupils at the school
'Parent' is defined for the purposes of the Constitution Regulations as including 'any individual who has or has had parental responsibility for, or cares or has cared for, a child or young person under the age of 18'. It includes a person who the child lives with or who looks after the child, irrespective of what their relationship is with the child. The reference in the definition must be someone involved in the full time care of the child on a settled basis.' – taken from the DfE 'Guide to the Law'.

If you have any questions about whether you are eligible to stand or vote in the election or about anything else in this letter please call into the office. We have attached an 'Information Sheet' briefly outlining the work of the governors – more information can be obtained from

www.hertsdirect.org/services/edlearn/getinvolved/governors.

Yours sincerely



Claire Cobain
Headteacher

Arlesdene Nursery School and Pre-school

Election of Parent Governors
SELF-NOMINATION FORM

Name:
(Mr/Mrs/Miss/Ms/Dr)

Child's Name:

Address:
.....

Tel:

I have a child at the school and hereby nominate myself for election as a governor of the school. I understand that if I am elected I will have to undergo a pre-appointment check. Biographical details (80 words maximum) for circulation with the voting paper are given below.

Signature:

Seconded by (the seconder must be a parent of a pupil at the school):

Name:

Child's Name:.....

Address:

Signature:

BIOGRAPHICAL DETAILS (80 words maximum)

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Your completed nomination form must be returned to the school office by 9am on Monday 11th January 2021.