

# ST MARK'S CE PRIMARY SCHOOL



**Headteacher: Ms Laura Kelsey BA (Hons), PGCE, CEPQH**

Dear Parent,

Wednesday, October 2, 2019

## **Election of Parent Governors – St. Mark's C.E. School**

The instrument of government for this School provides for the appointment of two Parent Governors who are elected by the parents of pupils registered at the school and who are themselves such parents at the time when they are elected. The term of office provided by the Instrument is four years.

There is currently two vacancies for a parent governor. If you wish to stand for election as a Parent Governor of the school, please complete the enclosed nomination form and return it in a sealed envelope to me not later than Monday 21<sup>st</sup> October.

Your nomination needs to be supported by the signatures and addresses of two other parents of children also attending the school. You may include a brief election statement in the appropriate space on the nomination form.

If two or more nominations are received, I shall send all parents voting papers, which will include the candidates' election statements. Completed voting papers must be returned to me in a sealed envelope marked "Ballot Paper" no later than 12noon on Friday 8<sup>th</sup> November 2019.

I have arranged for votes to be counted at 1.15pm Monday 11<sup>th</sup> November or at a time mutually agreed with all candidates, and each candidate or his/her authorised representative may attend the count. I shall arrange for all parents to be notified of the result.

There are 5 full Governing Body meetings a year. There are 4 Committees each holding a meeting prior to each full GB meeting. The Governor's role is to govern the school in the best interest of pupils using the skills they have to contribute to effective governance and the success of the school. Training and induction is provided for all new Governors with additional training to learn and develop new skills.

Please note that certain people are disqualified from holding office. Details on reverse of this letter.

If you have any queries about the procedure, or would like to know more about the role and responsibilities of a parent governor, please speak to me.

Yours sincerely,

Mrs. L. White

Clerk to Governors.



**Brantridge Lane, Staplefield, West Sussex RH17 6EN**  
**T (01444) 400398 F (01444) 401244 E office@st-marks.w-sussex.sch.uk**  
**www.st-marks.w-sussex.sch.uk**

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## Nomination Form for Election of Parent Governors

St. Mark's C.E. School, Staplefield

(Mr/Mrs/Miss) ..... (full name) of

(Full address).....

.....

Telephone Number (Home) .....(Work).....

Parent/legal guardian of (child's name).....

*I wish to stand for election as a Parent Governor of the above school. The following two parents or legal guardians of children attending the school support my nomination:-*

	<u>Signature</u>	<u>Address</u>
1.	.....	.....
	Name.....	.....
2.	.....	.....
	Name.....	.....

Brief election statement

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.....  
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Signature of Candidate.....

Date.....

Please return completed nomination form to the Clerk to Governors no later than Monday 21<sup>st</sup> October 2019.



Healthy Schools



**Brantridge Lane, Staplefield, West Sussex RH17 6EN**

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