

Wednesday 3rd February

Dear Parent and Carers

GOVERNING BODY OF THE PARK SCHOOL

We are seeking nominations for parents to stand for election as parent governors of The Park School. There are currently 3 parent governor vacancies at The Park School.

Parent governors are elected as directed by Schedule 1, Regulation 6 of The School Governance (Constitution) (England) Regulations 2012. Nominations for parent governor vacancies are made by parents/carers of pupils registered at the school. Should there be more nominations than vacancies a secret ballot will be held. Parents/carers of registered pupils attending the school may offer themselves for election. Parent governors can serve for a term of up to four years irrespective of how long their child remains as a registered pupil of the school.

Parents are invited to submit nominations to the headteacher using the enclosed nomination forms. Each person must be proposed and seconded by parents of registered pupils presently attending the school and the nominee must also be a parent and signify his or her willingness to stand for appointment or election.

Please note - a person is disqualified from election or appointment as a parent governor of a school if they are an elected member of the LA or if they work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in a school year (at the time of election or appointment).

The nomination form must be returned by 12 noon on Friday 19th February 2021. No nomination will be accepted after that date/time. Those nominated to stand for election may enclose with their nomination forms a short personal statement about themselves, of **not more than 100 words**. Statements will be circulated to parents should a ballot prove necessary. If the number of nominations received is less than the number of vacancies, all those nominated will be appointed without a ballot. If the number of candidates exceeds the number of vacancies and a secret ballot is held all candidates may request an opportunity to address a meeting of parents if they wish.

The timetable for the election of parent governors is set out below.

NOMINATION PHASE	
Letter and nomination form sent to all parents/carers by email	Wednesday 3rd Feb
Deadline for receipt of nomination forms	12 noon on Friday 19th February
BALLOT PHASE (if required)	
Ballot papers issued posted to all parents/carers by first class post	Tuesday 23rd February
Closing date for receipt of ballot papers	12 noon on Tuesday 9th March
Count of ballot papers	Wednesday 10th March
Inform candidates of results of election	Wednesday 10th March
Letter sent to all parents/carers to inform them of the ballot results	Thursday 11th March

Yours sincerely

Paul Walsh
Headteacher

NOMINATION FORM FOR PARENTS The Park School - Parent Governor Elections

Nominee	
Name and Address (please print)	
Phone number	
Email address	
Nominee's Signature	
Name/s of child/children	
Proposer	
Name and Address (please print)	
Proposer's Signature	
Name/s of child/children	
Seconder	
Name and Address (please print)	
Proposer's Signature	
Name/s of child/children	

We appreciate getting three signatures on a single form will be challenging during lockdown. Please insert an email address as a signature if you cannot sign and scan so that we can confirm by email nominations, proposers and seconders.

Nominee's Personal Statement (not more than 100 words)

This form should be returned to Paul Walsh – Headteacher at The Park School, Onslow Crescent, Woking, GU22 7AT by 12 noon on Friday 19th February 2021