

## Parent governor election letter – notice of ballot

**RE: Notice of ballot for parent governor election**

Dear parents,

The closing date for nominations for our parent governor vacancy passed on 18 May 2018. Three nominations have been received and the governing board is delighted by the response to the parent governor election.

Unfortunately, there is only one vacancy currently available, so a secret ballot must now take place. The candidate receiving the highest number of votes will secure the role of parent governor for a four-year term of office.

Each parent or carer with a child attending name of school is entitled to one vote regardless of the number of children they have in school. Please find attached your ballot papers to be returned to the school office by 12.00pm on 1 June 2018.

Each candidate has been asked to provide a statement of no more than 200 words in support of their nomination. Please remember that you are voting for the person that you consider has the skills and experience to undertake the role successfully – it does not matter if you do not personally know the candidate whom you consider would be the right parent for the role.

| Candidates                | Supporting statement ( <u>200</u> -word limit) |
|---------------------------|--|
| <u>Name of candidate:</u> |  |
| <u>Name of candidate:</u> |  |
| <u>Name of candidate:</u> |  |

Yours sincerely,

Name  
Headteacher

## Parent governor ballot paper

To ensure a transparent and smooth election process please adhere to the following:

- Only mark one box
- Make your selection by marking the candidate of your choice with a **'X'**
- Only provide one vote per parent or carer
- If your ballot paper is spoiled, please request another one from the **school office**
- Submit your ballot paper to the returning officer, **name** and **role** via the ballot box in the **school office** by **12.00pm** on **1 June 2108**

Ballot papers recording more than the required votes or marked in any other way will be invalid and not included in the final count.

| <b>Candidates</b>  | <b>Please mark vote with an <b>'X'</b>.</b> |
|--|---|
| Each candidate has confirmed they are aware of the reasons a person may not stand for election or appointment as a school governor and has confirmed they are eligible to stand for the role of parent governor. |   |
| Name of candidate:   |   |
| Name of candidate:   |   |
| Name of candidate:   |   |

Ballot papers will be counted by the **returning officer**, in the presence of the **headteacher** at **12.15pm** on **1 June 2018**. Nominees are welcome to attend at this time to witness the count.