

5 November 2008

Dear Parent

## **ELECTION OF PARENT GOVERNORS**

There are currently **two vacancies** for Parent Governors on Beaumont School's Governing Body. If you would like to stand for election please complete and return the attached form to the school office by **11am on Friday 14 November 2008**. You will need to ask another parent of a pupil at the school to sign the form.

Please be aware that regulations require everyone elected or appointed to a Governing Body to undergo a pre-appointment check which will 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.

Please give brief details about yourself (**not more than 80 words**) on the form overleaf (please make a copy of this letter for yourself). 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 nominations is the same as or less than the number of vacancies, then the people nominated will be deemed elected unopposed. If there are not enough nominations, the Governing Body has the duty to appoint Parent Governors to fill the remaining vacancy/ies.

The Governing Body has determined that the term of office for a Parent Governor is four 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.

If an election is necessary we will send you a ballot paper as soon as possible after the above nomination deadline.

Only parents of children registered at the school are entitled to stand or vote in the election. Each parent will be sent one ballot paper regardless of how many children they have at the school, and each parent will have one vote per vacancy. The ballot will be secret and you will be notified of the result as soon as possible afterwards.

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:

someone who has parental responsibility\* **or**  
someone who looks after the child on a day-to-day basis (but does not have "parental responsibility").

\*You have "parental responsibility" if

**either** you are the child's natural mother **or** you are the child's natural father,  
**or** you were married to the mother on the day of the child's birth,  
**or** a court of law has given you parental responsibility,  
**or** the mother has formally agreed to share parental responsibility with you,  
**or** the child lives with you as the result of a court order.

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 contact me.

Yours sincerely

Elizabeth Hitch (Mrs)  
Headteacher

**ELECTION OF PARENT GOVERNORS AT BEAUMONT SCHOOL**

**NOMINATION FORM**

Candidate's name: .....  
(Mr/Mrs/Miss/Ms/Dr)

Address: .....  
.....  
.....

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

**Biographical details (80 words maximum):**

Signature: .....

\*Seconded by: .....  
(Mr/Mrs/Miss/Ms/Dr) \*The seconder must be a parent of a pupil at the school

Address: .....  
.....  
.....

Signature: .....

Completed nomination forms must be returned to the school office by:  
**11am on Friday 14 November 2008.**