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Headteacher: Mrs F. O'Neill

March 2018

Dear Parent,

LOCAL GOVERNING BODY OF THE RALEIGH SCHOOL – PARENT GOVERNOR VACANCIES

The Term of Office for both Graham Bright and Ted Littlewood are due to expire at the end of March 2018.

In addition, a vacancy has arisen as a result of Chris Roberts stepping down as a Parent Governor.

However, as a result of re-organising the Local Governing Body following our joining the South Farnham Educational Trust, the number of Parent Governors sought at this time is two.

We are seeking nominations for parents to stand for election as a parent governor of The Raleigh School to fill these vacancies.

Both Graham and Ted have indicated their willingness to stand again, however, both vacancies are open to all.

Nominations for Parent Governor Vacancies are made by “registered parents”, which includes carers and those with parental responsibility, of pupils registered at the School. Should there be more nominations than vacancies a secret ballot will be held. Parents 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 attached 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 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 **noon on Monday 26th March 2018**. No nomination will be accepted after that date/time. Those nominated to stand for election should enclose with their nomination forms a short personal statement about themselves, of **not more than 200 words**. Statements will be circulated to parents should a ballot prove necessary. If the number of nominations is less than the number of vacancies, all those nominated will be appointed without a

ballot. If the number of nominations exceeds the number of vacancies a secret ballot will be held and candidates may request an opportunity to address a meeting of parents.

The Parent Governor Election documents will also be available on the School's website.

The timetable for the election of a parent governor is set out below:

Parent Governor Election Timetable

Tuesday 13 th March 2018	Parents' letter with nomination forms sent home via email or pupil post.
Noon, Monday 26 th March 2018	Last day/time for returning nominations
Tuesday, 27 th March 2018	Ballot paper sent to parents (if necessary) - PROVISIONAL
Noon, Thursday, 26 th April 2018	Last day/time for returning ballot papers - PROVISIONAL
Friday, 27 th April 2017	Date of count of ballot papers - PROVISIONAL

The timetabling of the ballot, should it be necessary, could be delayed by a few days due to the Easter Holiday break.

Nominations must be submitted to Fiona O'Neill, Headteacher/Returning Officer by noon on Monday 26th March 2018.

Yours sincerely,

F O'Neill

Mrs. F. O'Neill
Headteacher/Returning Officer