



**CATOR PARK  
SCHOOL**

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**Ms M Davies** BA (Hons) NPQH  
Headteacher

25<sup>th</sup> September 2009

Dear Parent/Carer,

## **Nomination of Parent Governors**

As you may be aware, Bruce Ramsay, one of our parent governors, has resigned. We also have two further parent governors whose four year office is coming to an end. We are therefore requesting nominations for three parent governors to take office for a four year period. Any parent or carer of children registered in this school is entitled to stand for election and all parents and carers are entitled to vote. *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).*

If you wish to nominate someone, I should be grateful if you would complete the Nomination Form attached. As you can see, the signature of the nominee is required to indicate his/her willingness to serve on the governing body, together with a short personal statement (no longer than 60 words) from the candidate. This 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 a secret ballot will be held and candidates may request an opportunity to address a meeting of parents if they wish.

Prior to a nomination being accepted the nominee must confirm that she or he is not disqualified from being a school governor by signing and returning, with the nomination form, the attached declaration of eligibility. Nominees should note that a check may be carried out prior to confirming your appointment as a school governor against List 99, the list of people held by the DCSF of teachers or workers prohibited or restricted from working with children or young persons. Proof of identity may also be requested.



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The timetable for the election of a Parent Governor is set out below:

**25<sup>th</sup> September 2009** Parents' letter with nomination form and Declaration of Eligibility sent home via student post.

**5<sup>th</sup> October 2009**  
**12 noon** Last date for returning nominations.

**If a ballot is necessary** Ballot paper sent to parents (*and notification of date of the candidates' meeting if appropriate*).

**10 school days later**  
**12 noon** Date of count of ballot papers.

Nominations must be submitted to myself, alternatively to Mrs Angela Stone, Clerk to the Governors, by 12 noon on 5<sup>th</sup> October 2009.

Yours sincerely

Ms M Davies  
Headteacher