

23rd December 2022.

Dear Parents/ Carers of children in full time school (Reception – Year 6).

**School Governing Body**

A new vacancy has arisen on the Governing Body for the appointment of a Parent/Governor.

Parent Governors must be elected by the parents or legal guardians of pupils at the school and must have children at the school. The period of office is four years. A Parent Governor is not obliged to resign from office if his/her child leaves the school and may remain on the Governing Body until his/her period of office expires.

**Mrs. Sandra McCormack, our Chair of Governors, or Belinda Athey, Headteacher will be willing to advise any parent who is interested in the possibility of standing for election, on the style and work of the Governing Body.**

If more nominations are received than are required to fill the vacancies, prospective candidates will be given the opportunity of providing me with a brief election address which I will arrange to have circulated with the ballot papers.

Any parent or legal guardian who wishes to stand for election should return the nomination form attached, duly completed, not later than **Monday 9th January 2023.**

**Please note**  it is a legal requirement that Governors are checked to ensure they are not disqualified from working with children by section 35 of the Criminal Justice and Court Services Act 2000, or because they contravene one of the disqualification conditions imposed in the school governance regulations. For the successful candidate this will entail providing proof of identity and the completion of a declaration form to enable the necessary checks to be carried out.

We look forward to welcoming the successful candidate onto the Governing Body of our wonderful school.

Yours sincerely,

Mrs. Belinda Athey, Headteacher.