

LITTLE GADDESSEN PRIMARY SCHOOL

Church Road, Little Gaddesden, Berkhamsted, HP4 1PF.

01442 842464

September 8, 2016.

Dear Parents,

ELECTION OF PARENT GOVERNOR

There is a vacancy for an elected parent governor. Any parent of a current pupil is entitled to stand for election. If you would like to be nominated, please complete and return the attached form to the school office by 12 noon on Thursday 22 September. 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 may 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. We encourage newly-appointed governors to attend one of Hertfordshire's induction sessions for new governors.

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.

Please give brief details about yourself (not more than 80 words) on the form. 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 there is only one nomination, that person will be deemed elected unopposed. If there are no nominations, the governing body has the duty to appoint a parent governor to fill the vacancy. If an election is necessary we will send you a ballot paper on Friday 23 September.

Only parents of children registered at the school are entitled to stand or vote in the election. A parent who is paid to work at the school for more than 500 hours in a school year or is an elected member of Hertfordshire County Council may not stand for election. Each parent will have one vote, regardless of how many children they have at the school. 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")*.

**A person has 'parental responsibility' if (a) she is the child's natural mother; or (b) he is the child's natural father and either was married to the mother on the day of the child's birth or subsequently or has entered into a legal parental responsibility agreement with the mother or has been granted a residence order from the court directing the child will live with him or registered or re-registered the child's birth after 1 December 2003; or (c) the child lives with that person as the result of a court order.*

Please contact me if you have any questions about whether you are eligible to stand or vote in the election or about anything else in this letter.

Yours sincerely,

Charis Geoghegan

Headteacher.

**ELECTION OF PARENT GOVERNOR AT LITTLE GADDESSEN SCHOOL - SEPTEMBER 2016
NOMINATION FORM**

**Your completed nomination form must be returned to the school office
by 12 noon on Thursday 22nd September, 2016.**

Your 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.

Signature

Seconded* by:
(Mr/Mrs/Miss/Ms/Dr)

Address
.....

Signature

**The seconder must be a parent of a pupil at the school.*

BIOGRAPHICAL DETAILS (80 words maximum)