



Upper Beeding Primary School

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Head Teacher: Mrs R Linford

Dear Parent

Election of Parent Governor

Upper Beeding Primary School

Every maintained school in England has a Governing Body responsible to the local community for running the school. There will shortly be one vacancy for a parent governor. The term of office will be 4 years.

If you are interested in standing for election as one of the parent governors of the school, please complete the enclosed nomination form, ensuring that you obtain the signature of 2 parents/legal guardians who support your nomination. You must also include a brief election statement. We have a very active governing body and wide skillset which would benefit from having more knowledge and understanding in IT, data handling, HR and legal. If you would like to find out more information about the role of a School Governor please look at our website or talk to one of our existing Governors (names and photos on website).

If two or more nominations are received, I shall send all parents voting papers, which will include the candidates' election statements.

In the event of a ballot I have arranged for votes to be counted at 2:00pm on Wednesday 6th December or at a time mutually agreed with all candidates, and each candidate or his authorised representative may attend the count. I shall arrange for all parents to be notified of the result.

I have enclosed an extract from the Regulations concerning the qualifications and disqualification connected with the office of governor, which you should read carefully. If you have any queries about them or about the procedure, I shall be pleased to answer them.

All elected parent governors are required to complete an enhanced disclosure and barring application within 21 days of their election.

Yours faithfully

Becky Linford
Headteacher

