



**ST JOHN'S CHURCH OF ENGLAND PRIMARY SCHOOL
CHARLTON PARK
KEYNSHAM
BRISTOL
BS31 2NB**

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Dear Parent/Carer

Re: Parent Governor

The Governing Body must include Parent Governors who are elected by parents/carers of pupils at the school. Due to a Parent Governor reaching the end of their four-year term of office, we have a vacancy for a Parent Governor.

Subject to eligibility (see attached guidance) you have the right to stand as a candidate and to propose candidates. Candidates should be proposed and seconded by parents of pupils currently on role at this school. A parent can nominate themselves (self-nominate). Nominations must be seconded by another parent who is not the spouse or partner of the nominee.

(NB. Please note that parents who work at the school for 500 or more hours in an academic year are not eligible to be Parent Governors. However, they are entitled to stand as Staff Governor subject to available posts).

Nominations should be made on the attached form and returned to the Returning Officer (Headteacher) by **Friday 5th February at 12 noon**. You may, if you wish, include a brief election statement, **not exceeding 50 words**, with the nomination form. The election statement, taken from the nomination form, will be circulated to parents with the voting slips should an election be necessary.

The current Parent Governor has indicated their intention to stand for re-election to serve a further term on the Governing Body of the school. However, if there are more nominations than vacancies an election will be necessary and you will be provided with a voting slip and details of how and when you may vote.

Thank-you for your support.

Yours sincerely

Headteacher