



Dear Parents,

12th February 2021

INVITATION TO BECOME A PARENT GOVERNOR

A vacancy has arisen on the school's Governing Board and we are seeking nominations from parents to stand for election as a Parent Governor of Ewell Grove Primary and Nursery School.

As a school we want to ensure that our Governing Board is diverse in its composition as well as having a range of skills across it. Enclosed is the Governing Board Recruitment Handbook which provides more information around the role and responsibilities of being a parent governor.

Ewell Grove Primary and Nursery School is a diverse community, representing many different nationalities and cultures, and it is important that we respect and tolerate one another. As part of this we want a governing board which represents the breadth and diversity of the school and all our pupils. With this in mind we welcome applications from governors from a black, Asian and minority ethnic applicants.

Parent Governors are elected as directed by Schedule 1, Regulation 4 of the School Governance (Constitution) (England) Regulations 2003. Nominations for Parent Governor vacancies are made by parents of pupils registered at the school. Should there be more than one nomination a secret ballot will be held. Parents of registered pupils attending the school may offer themselves for election. Parent Governors can serve for a term of up to four years irrespective of how long their child remains as a registered pupil of the school.

Parents are invited to submit a nomination using the enclosed Application Form which includes the nomination form.

As part of the nomination process, each person must be proposed and seconded by parents of registered pupils presently attending the school and the nominee must also be a parent and signify his or her willingness to stand for appointment or election. As part of the nomination process, each nominee will be asked to write a short personal statement about themselves, of not more than 100 words. This statement will be circulated to parents in the event of a ballot. If the number of nominations received is less than the number of vacancies, all those nominated will be appointed without a ballot.

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 Local Authority 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).

Completed nomination forms must be returned by **9:00 am Friday 5th March 2021**. No nomination will be accepted after that date.

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

- 12th February 2021 Parents' letter and information with nomination forms sent home via ParentMail
- 5th March 2021 Last day for returning nominations (by 9:00am)
- 5th March 2021 Ballot paper sent to parents (and notification of date of the candidates' meeting, if required).
- 18th March 2021 Closing date for receipt of ballot papers (by 3:30pm)
- 19th March 2021 Date of count of ballot papers
- 19th March 2021 Announce the new Parent Governor

Application and Nominations must be submitted to Kate Keane, Headteacher and Returning Officer by **9:00 am Friday 5th March 2021**, either by dropping the completed application form into the School Officer marked **for the attention of Jacqui Jardine** or by email to: jacqui.jardine@ewell-grove.surrey.sch.uk

Yours faithfully

Kate Keane

Mrs Kate Keane
Headteacher/Returning Officer