



# ELLEN WILKINSON Primary School

Date: 07/02/19

Dear Parent/Guardian,

The governing board has one vacancy for parent governor. We are requesting nominations from parents to fill this vacancy. If you wish to put yourself forward for election, please complete and return the attached nomination form by 10 a.m. on Friday 15<sup>th</sup> February 2019.

The note accompanying this letter explains what being a governor involves. You can also get this information from the School Office or look at the NPW Website – School Governors section at <http://www.npw.uk.com/governor-services/>

## **If you decide to stand for election, we would like to draw your attention to the following points:**

- **This role requires regular attendance at GB meetings**
  - You can nominate yourself as a candidate, but you must be a parent or guardian of a child currently on the school roll.
  - You need to complete the form and sign it. Please provide full details to make it possible to contact you if required.
  - **A personal statement of not more than 100 words should be provided** (a typed version if possible) to be circulated to all parents if there is a need to go to ballot.
  - This form must be returned to the school office on or before the Closing date.
- The closing date to receive the nomination form with your personal statement is 10 a.m. on Friday 15th February 2019.

If there are more candidates than vacancies then a ballot will be organised and ballot papers will be sent to all parents with candidates personal statements.

If you would like more information about the role of parent governors, please contact the school office.

Yours sincerely,

Headteacher  
Sue Ferguson

