

Headteacher: Mr Darren Randle

Ref: GCH/M/Gov

21st September 2017

Dear Parent/Carer

I am writing to ask if you might be interested in joining the Governing Body at Hollingworth Academy as a Parent Governor.

Parent Governors play a very important role in keeping the Governing Body aware of the views of parents and the local community. They are a vital part of our team and hope that there are parents willing to give their time and commitment to this important role.

There is currently two vacancies for Parent Governors. If you wish to stand for election as one of our Parent Governors, please complete the enclosed nomination form. The brief statement is optional, although should we hold an election, this statement would be circulated with the ballot papers.

Completed nomination forms should be returned to Mrs G Charles, Clerk to the Governors. These can be either posted or delivered by hand. All nominations must be returned by **noon on Friday 29th September 2017**.

If more nominations are received than positions available, I shall arrange for parents to receive ballot papers which will include the candidates' election statements. Ballot papers would be distributed to pupils on **Wednesday 11th October 2017**. Completed ballot papers should be returned to the school no later than **noon on Wednesday 18th October 2017**. These could be given directly to Mrs G Charles or to the main reception. In addition, any votes could be posted to Hollingworth Academy and marked FAO Mrs G Charles, Clerk to the Governors.

Votes would be counted at 1:00pm on **Wednesday 18th October 2017**. Candidates may attend the count if they so wish. Details about this procedure would be made available to candidates on **Monday 16th October 2017**. I shall arrange for all parents to be notified of the result in a future School Newsletter.

If you are interest in being nominated and / or want information, you might find it helpful to talk to Mr Andrew Moon, Chair of Governors, or existing members of the Governing Body.

I have enclosed an extract from the Regulations concerning the qualifications and disqualification connected with the office of governor. Please read them carefully.

Yours sincerely

A Moon
Chair of Governors



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PARENT GOVERNOR NOMINATION DETAILS

- **Who can be a parent governor?**

All those who have parental responsibility and are over the age of 18 are eligible to stand for election, including parents who work at the school provided that they work for less than 500 hours per year when they are elected.

There are some circumstances that disqualify an individual from serving as a school governor. If you wish to stand, you will be asked to complete a self-declaration of eligibility form to state that there are no reasons for being disqualified from serving as a governor and provide evidence of identity and address if required.

- **How to nominate yourself**

If you would like to put your name forward, your nomination must be supported by two parents of pupils currently at the school (not including anyone to whom you are closely related). Their signatures, names and addresses must be on the nomination form.

You should use the space provided on the form to write a brief personal statement (100 words maximum) to support your nomination.

If the number of nominations is the same as or less than the number of vacancies, all candidates will be elected unopposed.

If there are more nominations than vacancies, an election will take place. The statements of all candidates will be typed in a standard format and circulated to all parents with ballot papers.

