

TUNBURY PRIMARY SCHOOL

Tunbury Avenue, Walderslade, Chatham, Kent ME5 9HY
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Head Teacher Miss E. McIntosh B.A. Ed. Hons FCOT NPQH FColIT

22nd November 2017

Dear Parent/Carer

Nomination of Parent Governor

The Governing Body of Tunbury Primary School has a vacancy for one parent governor following the resignation of Mrs Taryn Kearey. I am therefore inviting nominations for a parent governor. Any parent of children registered in this school is entitled to stand for election and all parents are entitled to vote.

Every Kent school has a governing body, which includes a number of categories of governors including parent governors who are elected to serve for a period between one and four years, though they may resign at any time.

The role of the Governor is diverse and interesting but the responsibilities, under new legislation, are increasing, especially in the areas of accountability, school improvement and curriculum development. Governors can expect to attend a minimum of three meetings per term with additional work required during some evenings and during the school day. This is a role which requires a dedicated time commitment. Should you wish to receive further details regarding the role and duties of Governors, please do not hesitate to ask me. Training courses are provided by the Education Department on all aspects of Governorship.

If you would like to stand for election, or to nominate someone else, please complete the attached form and return it to me **within two weeks, i.e., by 12 noon on Wednesday 6th December 2017**. Each person nominated must be proposed and seconded by parents/carers who have a child at the school. Anyone standing for election is invited to provide, with his/her nomination, a short personal statement (maximum of 100 words). The statement should only include biographical information, your reasons for wanting to be a parent governor and the contribution you believe you can make to the governing body.

If the number of nominations received is equal, or less than, the number of vacancies, the nominees will automatically be elected as parent governors. If, however, there are more nominations than vacancies, an election will be held and copies of the personal statements will be sent to all parents. Two weeks will be allowed for the return of ballot papers. Each parent will have one vote for each vacancy, no matter how many children he or she has at the school.

Because appointment as a school governor will give access to children there is currently a requirement for governors to declare any convictions, cautions or bind-overs which they have incurred, including any that would be regarded as 'spent' under the Rehabilitations of Offenders Act 1974 in other circumstances. An application will be made to Disclosure and Barring Service (DBS) for a Disclosure certificate.

I do hope you will consider standing as a governor.

To be accepted, nominations must be delivered to the school, marked for my attention, **no later than 12 noon on Wednesday 6th December 2017**. When I have received the nominations I will write to you again with the arrangements for the election.

Yours sincerely



Miss E McIntosh
Head Teacher / (Returning Officer)

