



15th October 2018.

Dear Parents and Carers,

Election of Parent Governors at Gaywood Primary School

I am writing to inform you, that there are two vacancies for parent governors on the school's governing body. The governing body is made up of parents, staff and Trust Appointed governors. Parent governors are elected by the parents or guardians of children attending the school.

The main role of the governing body is to challenge and support the school to ensure that every student achieves the best education possible.

All parents or guardians of children attending the school are entitled to propose or second candidates and vote. Nomination papers for this purpose can be obtained at the school reception or are available on the school website under '**Parents**' then select '**Forms**'.

The completed nomination papers must be returned to school by: **Friday 9th November 2018**.

If the number of nominations received are equal to, or less than, the number of vacancies there will be no need to hold a ballot. If a ballot is necessary, it will be by "postal" ballot and your child will be asked to deliver and return your voting (ballot) paper. Further details about this process will be issued if required.

Thank you for your interest, and involvement in this important process. If you have any queries regarding this election, please contact the clerk to governors at the school.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Neil Mindham'.

Mr N.Mindham
Headteacher

