



8<sup>th</sup> February 2023.

Dear Parents and Carers,

### **Forthcoming 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 carers of children attending the school.

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

All parents or carers 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 > Letters Home'.

The completed nomination papers must be returned to school by **17<sup>th</sup> March 2023**.

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. 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  
Executive Headteacher