



FERN HILL PRIMARY SCHOOL

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www.fernhill.kingston.sch.uk

Headteacher: Mr.A.Scott

17th September 2018

Dear Parent or Carer

Election of parent governor: proposing candidates

As you may be aware, there is currently a vacancy for a parent governor at this school. As the parent or carer of a pupil currently on roll, you have the right to propose a candidate for election or to stand as a candidate yourself. Each parent (father, mother, legal guardian, person having custody) has this right, but you may only propose one candidate.

If you wish to propose a candidate, or stand for election yourself, please take the following action.

1. If nominating another person, obtain permission of the person concerned.
2. Please let me know in writing by emailing via the Clerk to the Governors flee@fernhill.rbksch.org no later than **midday on Tuesday 2nd October 2018** the full name, address and telephone number of the candidate proposed, and the full name and class of their child/children at the school.
3. Again, by no later than **midday on Tuesday 2nd October 2018**, please arrange for the candidate to let me have, if they so wish, a personal statement in support of their candidacy. The statement should not exceed 100 words and be sent to flee@fernhill.rbksch.org

In the interests of ensuring a fair and equal process, canvassing in any form is not permitted. The Headteacher reserves the right to disqualify any candidate found to be canvassing from the election process with immediate effect. It is solely for the Headteacher to decide what constitutes canvassing but, for the avoidance of doubt, using class or year group lists to contact voting parents or carers will be viewed as such.

If only one candidate is proposed, then that candidate will be elected unopposed and all parents and carers will be sent written notice of the name of the new governor, together with their personal statement.

Cont. /2

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Collaboration

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Page 2

If more than one candidate is proposed, a voting paper, listing the names of all eligible candidates and including any personal statements received by the due date, will be issued to all parents and carers. Details of how the voting process will work will be circulated once the above deadline has passed.

Further details of how a person may be disqualified from being a governor are available at the school and will be issued to all candidates. Unless later disqualified, an elected parent governor may now serve for a four-year term of office.

Should you wish to obtain further information about the election process or about governance at Fern Hill Primary School, please contact the Clerk to the Governing Body at the school at flee@fernhill.rbksch.org

Further information about being a school governor more generally can be obtained from Governor Support, Achieving for Children, 44 York Street, Twickenham TW1 3BZ, phone: 020 8891 7593 or email: governor.support@achievingforchildren.org.uk

Yours faithfully

A handwritten signature in black ink, appearing to read 'Alan Scott', written in a cursive style.

Mr A Scott
Headteacher