



4 January 2019

Dear Parent / Carer,

PARENT GOVERNOR ELECTION – KIRKBY STEPHEN GRAMMAR SCHOOL

I am writing to inform you of a vacancy for a Parent Governor on the school Governing Body

THE NOMINATION OF PARENTS OR CARERS AS CANDIDATES.

All parents or carers* of pupils attending the school are offered the opportunity to put their name forward with a view to becoming a Parent Governor.

If you wish to be considered as a candidate, please submit an Expression of Interest form and completed Sponsor Form to the Clerk to Governors at the school or by email to: clerk@ksgs.cumbria.sch.uk.

The Sponsor Form needs to be countersigned by two sponsors, both of whom must also be the parent or carer of a child currently attending the school.

The closing date for the receipt of completed forms is **3 February 2019**. Please note that incomplete forms cannot be accepted.

In the event of there being only one nomination, the person nominated will be elected, unopposed as a Parent Governor.

THE ELECTION PROCEDURE

If the school receives more nominations than vacancies, an election by secret ballot will be held. The parent or carer of each child who at the time of the election is a pupil at the school will be entitled to vote.

In the event of an election, the Clerk to Governors will provide further details about the way in which the ballot will be organised

CANDIDATES' CONTRIBUTION TO THE ELECTION

Candidates will be given the opportunity to write a short statement in support of their candidacy which will be circulated to all parents of the school before the election.

Following the election, the name of the successful candidate will be published.

Should you have any queries about becoming a Parent Governor, please contact John Weir, Chair, Governing Body (john.weir@ksgs.cumbria.sch.uk) or Christena Pelmore, Clerk to Governors (clerk@ksgs.cumbria.sch.uk)

Yours faithfully

Christena Pelmore

Christena Pelmore

Clerk to Governors

Kirkby Stephen Grammar School

*Parents or Carers who are employed by the school for more than 500 hours per year are not eligible to serve as Parent Governors.