

October 2020



Dear Parent/Carer

NOTICE OF PARENT GOVERNOR ELECTION

We have three Parent Governor vacancies. Governors are elected by the parents of pupils at this school to serve a four-year term of office. Parent Governors, like all governors, are subject to a standard disclosure through DBS. You may, if you wish, put yourself forward as a candidate using the hard copy versions of the nomination form and governor eligibility self-declaration form, which are available on the school website. Alternatively, the relevant forms can be accessed using the following links;

[Parent Governor Nomination Form](#) and [Governor Eligibility Self Declaration Form](#)

Please read the information given with the enclosed nomination form as this gives guidance on the role of a Parent Governor.

It is important the Governing Body has a diverse range of skills to contribute to the strategic development of the school. We are keen to encourage parents from Years 7-9, with a finance, health & safety, legal, Arts or a business background. We would be grateful if this was detailed in the nomination form.

As a Governor serving the school you would be expected to attend one meeting per month, in addition to visiting the school for other purposes such as sitting on appeal panels and Governor training. Meetings currently commence at 5:30pm and attendance is expected either in person or via electronic conferencing.

The timetable for the Election is:-

- 1) Nomination Form and Governor Eligibility Self Declaration Form are to be returned to me by **12.00 noon on Tuesday 20th October 2020.**
- 2) If applicable, Ballot Papers to be sent to all parents on **Friday 23rd October 2020.** (Voting will only take place if there are more than three nominations).
- 3) Ballot Papers to be returned to me by **12 noon on Friday 13th November 2020.**
- 4) The votes will be counted by 3.00pm on Friday 13th November and the result will be announced. All candidates nominated are welcome to be present during the counting of votes.

The next full meeting of the Governors after the election will be on Monday 30th November at 5:30pm. All nominations received will be acknowledged.

Governors have an important and influential role to play in the life of our school, and I do hope you will be able to take part in this election by becoming a candidate and by casting your vote when the time comes. School governorship is classed as a regulated category and as such all governors are subject to an Enhanced Disclosure through the DBS. The appointment will be made on the understanding that clearance is received through DBS. This is simply to protect vulnerable members of society.

If you require any further information about the role of a school governor or the election process of being elected to the Governing Body, please do not hesitate to contact me.

Yours sincerely

Mr I. Raikes
Headteacher/Returning Officer for Governor Election

Mr Ian Raikes Headteacher BA (Hons) NPQH

Greenbank High School

Hastings Road, Southport, PR8 2LT

T: 01704 567591 F: 01704 568786

enquiries@greenbankhigh.co.uk

www.greenbankhigh.co.uk

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