

1<sup>st</sup> October 2021

Dear Parent/Carer,

### **Election of Parent Governor**

I am writing to invite you to consider standing for election as a parent governor on the Local Governing Body for this Academy or to nominate another parent to do so. In our Academy we have provision for two parent governors and there are currently two vacancies.

The Tove Learning Trust Board of Trustees, together with the headteacher of this Academy, has overall responsibility for the running of the Academy. The Board of Trustees delegates certain powers and functions to the Local Governing Body. These are set out in the Trust's Scheme of Delegation and Terms of Reference which are available to view on the Tove Learning Trust website.

No special qualifications are needed and the most important thing is to have a keen interest in the Academy and be prepared to play an active part in the local governing body's work. Training is available for all local governors and the Board of Trustees has an expectation that those new to being a local governing body member, attend free induction training.

The attached sheet (Appendix C) summarises the circumstances under which someone cannot serve as a local governor. Nominations must be from parents, or individuals exercising parental responsibility, of a child at the Academy.

If you would like to stand for election or nominate another parent, please complete the attached nomination form (Appendix B) and return to the returning officer Sharan Matharu via [jane.karaolis@ewsacademy.org.uk](mailto:jane.karaolis@ewsacademy.org.uk) by Friday 15<sup>th</sup> October 2021. Self-nominations will be accepted, but if you are nominating another parent you should seek their prior consent.

You may also include a short personal statement to support your nomination, which should be no longer than 250 words. The statement should only include biographical information, your reasons for wanting to be a parent governor and the contribution you believe you can make to the local governing body.

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

I do hope you will consider standing as a governor yourself or nominating someone else. If you would like more information about being a governor please let me know.

Yours faithfully,



**Sharan Matharu**  
**Returning Officer**