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**Children, Families and Learning**

**Commissioning & Resources**

Governor Development Service

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**Ormesby School**

Richard Painter

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Dear Head Teacher

**Nomination/Election of 2 Parent Governors**

The purpose of this letter is to explain the arrangements that are to be put in hand for the nomination and election of **2 Parent Governors** to the Governing Body of your school.

Information for Parents

***I am forwarding with this letter:-***

- one copy of a 'Notice and Nomination form' for parents inviting nominations (please photocopy sufficient copies for one to be issued for each family);

No doubt you will acquaint yourself with the content of these document.

Nomination Procedure

The attached schedule sets out the procedure for distribution and return of the notice and nomination forms.

Appointment/Election Arrangements

Where more than 2 nominations are received, an election will be required and ballot papers, together with further details will be issued to the school. Where 2 nominations are received, the nominees will be appointed as Parent Governors.

May I thank you for your assistance and co-operation in dealing with these arrangements.

Yours sincerely



Jackie White  
**Governor Support Manager**



## SCHOOL PROCEDURE FOR PARENT GOVERNOR NOMINATIONS

1. Issue the notices to parents by Friday 16 September 2011

These are to be distributed via pupils for the parents of all children on roll at the school at the time of the election. It is sufficient for one copy of the notice to be issued for each family (rather than one for each parent); appropriate arrangements will need to be made where there are siblings in attendance.

PLEASE NOTE: parents of nursery pupils are to be included where appropriate.

2. **Parents are informed that completed nomination forms must be returned by 10.00 am on Friday 23 September 2011 to the Head Teacher of the school.**

3. On receipt of nomination forms from parents the school should:-

- (a) ensure the parent has entered the name of the school and has completed the other sections of the form;
- (b) check that the nominee is the parent\* of a child who is attending the school;
- (c) check that the persons supporting the nominee each come from different families with a child who is attending your school;

N.B. Parents who have completed a nomination form incorrectly should be given the opportunity to correct it.

\* 'Parent' includes any person who is not a parent of the child but who has parental responsibility for him/her