

SCVD/jhy

March 2009

Dear Parent/Carer

Election of Parent Governors at The Forest School

The Instrument of Government for this school provides for the appointment of two parent governors who are elected by the parents of pupils registered at the school and who are themselves such parents at the time when they are elected. The term of office provided by the Instrument is four years.

There are currently two vacancies at our school for parent governors. If you wish to stand for election as one of the parent governors of the school, please complete the attached nomination form. Completed nomination forms must be returned to the school, addressed to the Clerk to the Governors, in a sealed envelope marked "Nomination Form" by no later than **Wednesday 18th March 2009**. Blank forms can also be found on the school website.

If three or more nominations are received, I shall send all parents voting papers, which will include the candidates' election statements. Completed voting papers must be returned to the Clerk to the Governor's in a sealed envelope marked "Ballot Paper" not later than the morning of **Wednesday 25th March 2009**.

Should an election be required, I have arranged for votes to be counted on **Thursday 26th March 2009** at a time mutually agreed with all candidates, and each candidate or his/her authorised representative may attend the count. I shall arrange for all parents to be notified of the result.

If you are interested in becoming a Parent Governor and require further information, the Local Authority produce a booklet entitled 'So you want to be a School Governor' which gives information regarding the qualification and disqualification connected with the office of governor. This can be viewed and/or downloaded from the school website or from the West Sussex Grid for Learning by following this link

<http://wsgfl.westsussex.gov.uk/ccm/navigation/governors/becoming-a-governor/>

Please read it carefully. If you have any queries please contact the Clerk to the Governors, who is based in the school.

Yours sincerely

Ms S C V Denning
Headteacher