



# The Dove Federation

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Dear Parents/Carers

## **Forthcoming Election of Parent Governor at the Dove Federation**

I am writing to inform you that a vacancy exists on our governing board for a parent governor and we are seeking nominations of parents interested in taking up this role. Being a governor can be very enjoyable and worthwhile.

Parent governors are elected by the parents or guardians of children attending the schools in the federation. All parents or guardians of children attending the school are entitled to propose or second candidates and vote. Nomination papers for this purpose can be obtained at the school from the School Office.

The completed nomination papers must be returned to the above school by:

**Monday 1 October 2018 at 4 p.m.**

If the number of nominations received are equal to, or less than, the number of vacancies there will be no need to hold a ballot. If a ballot is necessary, it will be by "postal" ballot and your child will be asked to deliver and return your voting (ballot) paper. One ballot paper per parent or guardian is allowed, irrespective of how many of your children attend the school. Ballot papers must be returned in sealed envelopes to the school no later than:

**Monday 15 October 2018 at 9.15 a.m. which will be the "date of the election".**

**More information is given in the notes overleaf and you are advised to read them carefully before taking part in the election.**

Thank you for your interest, and involvement in this important process. If you have any queries regarding this election, please contact me at the school.

Yours sincerely

Angela Charlesworth  
Federation Support Manager

## **GUIDANCE NOTES FOR STAFF GOVERNOR ELECTIONS**

If no more than one nomination is received there will be no need to hold an election (i.e. no ballot will be needed).

The composition of the governing body is set out in the Instrument of Government.

Staff governors are elected by and from the staff at the school.

The election will be by secret ballot.

Each ballot paper shall bear a distinguishing mark and a record of its issue be kept.

Each person with voting entitlement shall be allowed to return one ballot paper in a sealed envelope. Those not returned in sealed envelopes will be invalid.

No arrangements shall be made for proxy voting.

Ballot papers must be returned by the date and time fixed by the Headteacher.

Any person entitled to vote may attend the count of ballot papers.

A notice of the result of the election shall be posted on the school notice board for a period of 14 days from the "date of the election". During this period any candidate, proposer or seconder of a candidate may object to the result of the election.

The elected staff governor will serve for a term as identified in the Instrument of Government or four years from the date of election.

The staff governor may stand for re-election after serving a full term of office.

Any governor may resign at any time during their period of office.

A staff governor must resign their post as staff governor if they leave the school.

School staff who are eligible for election as staff governors are not eligible to serve as LA governors at their school.