

NOMINATION PROCEDURE - NOTES FOR PARENTS

Eligibility

1. You must be the parent of a registered pupil at the school

The definition of a parent includes any person having all the rights, duties, powers and responsibilities and authority which a parent of a child has by law and therefore may include not only a child's natural parents but also others such as step-parents, relatives or partners of either natural parents or foster parents.

2. You are **NOT** eligible to be a parent governor if:

- you work at the school for more than 500 hours per year;
- you are disqualified by the Regulations - a summary of eligibility requirements is attached with this letter

If you are in any doubt about your eligibility to be a parent governor, please contact the Executive Headteacher.

3. All governor appointments are subject to a signed declaration of eligibility.

How to Stand for Election

4. If you wish to stand for election, please complete the attached form and ask another parent of a registered pupil at the school to second your nomination.
5. It is recommended that all candidates supply a personal statement about themselves for circulation to voters, should a ballot be needed.
6. Completed nomination forms must be returned to the school by **10.00 a.m. Friday 12th January 2024** at the latest. You may post your form to the school, but it must be with the Executive Headteacher by this date.