

11th November 2022

Dear Parent/Carer

Parent Governor Election- Notice of Vacancy

A vacancy has arisen for a Parent Governor due to the term of office ending for our previous Parent Governor. Parent Governors are elected by the parents of pupils at the school to serve a four-year term of office. An election for one Parent Governors will take place if more than one nomination is received.

A Parent is defined as an individual who has Parental responsibility for, or cares for a child or young person under the age of 19, registered at this school. Parents are therefore requested to make nominations for this vacancy using the attached Nomination Form. You may, if you wish, put yourself forward as a candidate but all candidates must be proposed and seconded by two other parents of pupils attending Lytham St Annes High School. Please read the information provided with the Nomination Form.

The timetable for the Election is:

1. Nomination Form to be returned to me **by 12.00 noon on Monday 21st November 2022.**
2. Ballot papers to be sent to all parents on Monday 21st November 2022
(Voting will only take place if there are more nominations than vacancies and ballot may be electronic as well as post)
3. Ballot papers to be returned to me by 12.00 noon Monday 28th November 2022
4. The votes will be counted at 1.30pm Monday 28th November 2022 after which the result will be announced.

The governing body has a vital role to play in making sure every child receives the best possible education. This is achieved by ensuring that governors have the necessary skills and commitment to contribute to the effective governance and success of the school. The skills that governing bodies need will vary and will include personal qualities and capabilities, such as the ability and willingness to learn and work as part of a team. It is expected that governors will make use of the various training opportunities available to them and play a full part in the work of the governing body.

If you require any further information about being elected to the Governing Body, please do not hesitate to contact me. Alternatively, please complete the nomination form (self-nomination is acceptable).

Yours faithfully



Ray Baker
Headteacher/Returning Officer for Governor Election

Information

A. Eligibility

1. All parents of pupils at the school and, in the case of maintained nursery schools, parents of children for whom educational or other provision is made on the premises of the school can be nominated as a candidate for a parent governor election except for:
 - (a) Elected Members of the Local Authority
 - (b) Anyone paid to work at the school for more than 500 hours in any consecutive 12 month period.

B. Nomination

1. Any parent who wants to be nominated has to be proposed and seconded by two other parents of pupils (children) at the school using the nomination form on the page opposite. It should be completed and sent to the Returning Officer by **12.00 noon on Monday 21st November 2022**. Please note there can be no extension beyond this time and date.
2. Candidates should complete the reverse of the nomination form with biographical details. This information will be sent with the voting papers to all parents to help them decide how to use their votes and will also be displayed on the school website. *(Voting to take place only if there are more nominations than vacancies.)*

C. Parent Governors

(See also information sheet on parent governors)

1. The governing body of the school has several categories of governor, and "parent governor" is one of these categories. All governors carry equal status.
2. Responsibility rests in the governing body as a whole. Individual governors only have responsibility collectively in the governing body. To be a governor does not give personal authority.
3. The term of office for a parent governor is 4 years, and a parent governor does not have to resign if his/her child ceases to be a pupil at the school before that period of time ends, though s/he may do so if s/he wishes.

D. Disqualification

Regulations disqualify certain individuals from becoming a governor. Please read the eligibility criteria to service as a school governor. Prospective governors should read it carefully before proceeding with their nomination.

Please also read prior to submitting a nomination

- Eligibility criteria to serve as a school governor
- Being a parent governor information sheet