



LINGFIELD PRIMARY SCHOOL

Partners in Learning
Headteacher Mr Ron Gandolfo Bed
Email: info@lingfield.surrey.sch.uk

Vicarage Road
Lingfield
Surrey
RH7 6HA
Tel: 01342 832626
Fax: 01342 836167

3rd November 2010

Dear Parent

GOVERNING BODY OF LINGFIELD PRIMARY SCHOOL

We are seeking nominations for parent governors for Lingfield Primary School, this is due to the end of the term of office for two of our existing parent governors.

Parent Governors are elected as directed by Schedule 1, Regulation 4 of the School Governance (Constitution)(England) Regulations 2003. Nominations for Parent Governor vacancies are made by parents of pupils registered at the school. Parent Governors can serve for a term of up to four years irrespective of how long their child remains as a registered pupil of the school. The full Governing Body of Lingfield Primary School meets once every half term, all governors are also expected to be on at least one of four sub-committees, (finance, premises, curriculum or personnel) meetings start at 4.30pm, and take approx. 1-2 hours, main meetings may last longer.

Parents are invited to submit nominations to the headteacher using the enclosed nomination forms. Each person must be proposed and seconded by parents of registered pupils presently attending the school and the nominee must also be a parent and signify his or her willingness to stand for appointment or election.

The nomination form must be returned by Monday 15th November at 12 noon. No nomination will be accepted after that date/time. Those nominated to stand for election may enclose with their nomination forms a short personal statement about themselves, of not more than 100 words. Statements will be circulated to parents should a ballot prove necessary. If the number of nominations received is less than the number of vacancies, all those nominated will be appointed without a ballot. If the number of candidates exceeds the number of vacancies a secret ballot will be held and candidates may request an opportunity to address a meeting of parents if they wish.

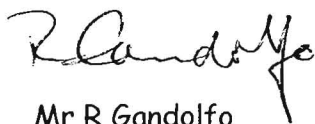


The timetable for the election of Parents Governors is set out below.

Wednesday 3rd November 2010	Parents' letter with nomination forms sent home via pupil post
Wednesday 17 th November 2010	Last day for returning nominations
Monday 22 nd November 2010	Ballot papers sent to parents
Monday 6 th December 2010	Closing date for receipt of ballot papers
Wednesday 8 th December 2010	Date of count of ballot papers

Nominations must be submitted to the school by 12 noon on Wednesday 17th November 2010

Yours sincerely



Mr R Gandolfo
Headteacher

LINGFIELD PRIMARY SCHOOL – PARENT GOVERNOR ELECTIONS

Nomination Form

You may nominate yourself but must find two other parents to support your nomination.

Nominee

Name and Address

Name(s) of child(ren)

Nominee's signature

Proposer

Name and Address

Name(s) of child(ren)

Proposer's signature

Secunder

Name and Address

Name(s) of child(ren)

Secunder's signature

If you wish to make a statement (not more than 100 words) please do so overleaf. This will be sent out with ballot papers if an election is necessary.

Nominations must be submitted to Mr R Gandolfo by 12 noon on Wednesday 17th November 2010