



Ashby Willesley Primary School, Packington Nook Lane, Ashby-de-la-Zouch, Leicestershire LE65 2QG

Part of the Symphony Learning Trust

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Executive Headteacher: Mr M Brookes Head of School: Mrs C Dilks Deputy Headteacher: Miss S Rainbow

3<sup>rd</sup> October 2019

Dear Parent

### **Nomination for Parent Governor**

Thank you for requesting an application pack for the parent governor vacancy. Contained in this pack are a number of documents that you will need to read and a Parent Governor Election Form which must be completed and returned to the School Business Manager by 3.30pm on Monday 28<sup>th</sup> October.

Please read the guidance notes for prospective governors and the qualification and disqualification criteria carefully to ensure you are able to serve as a parent governor. The governing body operates a code of practice which sets an ethos of professionalism and high expectations of governors. This is provided within the pack and should be returned, signed, along with the election form.

It is recommended that all candidates supply a statement of a MAXIMUM of 500 words for circulation to voters if a ballot is required. Your statement should set out:

- evidence of the extent to which you possess the skills and experience the governing body desires – see the guidance notes for prospective governors;
- your commitment to undertake training to acquire or develop the skills to be an effective governor;
- if seeking re-election, details of your contribution to the work of the governing body during your previous term of office; and
- how you plan to contribute to the future work of the governing body.

Statements longer than 500 words, for the sake of fairness to all candidates, will have to be reduced. No other information should be circulated to parents at the school in support of your nomination.

Any queries relating to this election should be made to the Executive Headteacher who is the Returning Officer for the election.

Yours sincerely

Mr Matthew Brookes  
Executive Headteacher and Returning Officer