July 2019

Dear Parent,

**Parent Governor Elections**

Due to one of the current parent governors having a change in their circumstances they find it difficult to fulfil their role as a governor so we need to hold elections for a parent governor. The position is open to all parents and carers of pupils who are currently attending Penketh High School and if elected serve for a period of four years. If your child leaves before the end of the term of office you can remain on until the end of the four year period. The role calls for governors to monitor the school to ensure that it is providing the best possible education for all of its pupils. The Full Governors meet at least once per term and all governors serve on one of the three Standing Committees who meet once or twice per term depending on the requirements and also serve on the Statutory Committees when required. Meetings are usually held late afternoon but availability during normal school hours, with notice would be an advantage but not essential.

The term of office is for four full years and the position will be decided by holding a ballot if there is more than one candidate. If you would like to seek self-nomination then please supply the information requested at the bottom of this letter together with a short resume of your experience as information for parents to decide on who to vote for in the event of a ballot, it would be an advantage if this was e-mailed to me at clerk@penketh.warrington.sch.uk but not essential it can be sent to me at the school. Parent governors bring many skills to the governing body from their work and life experiences such as financial, legal and business so it is not necessary for you to be an educationalist to be a governor but someone who is committed to helping improve education for all our pupils.

As we are now an Academy there are restrictions on people who have links with Local Authorities. We must have less than 20% of governors who fall into this category and we currently have the maximum number. The people who fall into this category are councillors, police and employees of the council in any capacity. Please include in your nomination your occupation and employer together with any links you may have with any local authority, please contact me if there are any further questions by e-mail at  [clerk@penketh.warrington.sch.uk](mailto:%20chair@penketh.warrington.sch.uk)

The completed nomination paper should be returned to the school addressed to me or emailed to Mrs I Coates (Clerk to the Governors) on or before midday Tuesday 16th July 2019, forms received after this time will unfortunately not be considered. The ballot if required will be held before the end of term.

Yours sincerely

Irene Coates

Irene Coates

Clerk to the Governors

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| Name |  |
| Pupils name and form |  |
| Address |  |
| Telephone Number |  |
| e-mail address |  |
| Short resume |  |