

5 June 2019

Dear Parent,

### **Parent Governor Vacancy**

We understand that there was a delay in some parents receiving the information that was sent on 7 May 2019 regarding a Parent Governor vacancy. In the interest of fairness and equal opportunity we will be running the nomination process again. Nomination forms already received will be carried forward.

The Terms of Reference for the Academy's Local Governing Body provide for parents to be members. There is a vacancy for a Parent Governor on the Local Governing Body of Portswood Primary School and I am writing to invite parents and guardians of registered pupils to apply for the vacant position.

All parents over the age of 18 are eligible to stand for election with certain exceptions (which are detailed on the application form). A parent is defined for nomination and voting purposes as the natural parent, a guardian and any person who has or shares the day to day care and control of a child. You should be aware that all members of the Local Governing Body are subject to police checks.

Local Governing Body meetings are held at least once a term from 3.45 – 6.00pm.

If there are more applications than vacancies, then an election will be held. In this event, each parent will be sent a voting paper which will include the candidates' election statements. The voting paper will be sent to you via your child.

I hope you will give this your consideration and if you would like to apply for the vacant position please contact the School office for an application form. Completed application forms should be returned to the office by Wednesday 19 June 2019 (by 12 noon).

Yours sincerely,



Rachel Coney  
Business Principal  
Portswood Primary Academy Trust