

February 2021

Dear parent/carer,

Parent Governor Nominations

Kennel Lane Governing Body are looking for two parents who would like to join us as governors to help the school.

The main role of a Governor is:

- To make sure the school gives learners the best learning experience possible;
- With the school, set a clear message about what the school stands for;
- To monitor how the school spends its budget and to make sure this is done responsibly;
- To help the senior leaders support their staff and look after their own well-being.

All governors work as a team and meet often (once a month) as well as attend free training sessions arranged by Bracknell Forest Governor Services team (at least once a year). Parent governors are in an ideal position to understand how the matters being discussed affect parents/carers of the school as well as the best ways to communicate with parents.

Anyone with parental responsibility, or in the case of carers, day-to-day responsibility of a learner at Kennel Lane can stand for election. You will need to complete the attached nomination form and have the nomination supported by another parent/carer. The information on the form will be used as your nomination statement for parents to read if a ballot is needed.

Nomination forms should be returned to the Returning Officer's secure and confidential inbox via this email returning.officer@kennellaneschool.mail.onmicrosoft.com.

Nominations forms must be received by 15.50 on the Monday 1st March, 3.30pm. No nominations will be accepted after that date and time.

If only two nominations are received, the persons nominated will be elected without a ballot. If there are more than two nominations, a secret ballot will be held. Every parent will be emailed the nomination statements and be asked to name their chosen candidate by return email to the secure and confidential Returning Officer's inbox.

The following timetable will apply if it is necessary to hold a ballot:

- Last day for returning nominations 1st March 2021, 3.30pm;
- Ballot papers will be issued Wednesday 3rd March 2021
- Deadline for voting and date of count of ballot papers Wednesday 10th March, 3.30pm.

Full details of eligibility and disqualification criteria are contained in the guidance for elections which can be viewed in the school website (insert link).

All parents will be notified of the result.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

Fiona Stanton
Returning Officer

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