

31<sup>st</sup> October 2022

Dear parent/carers,

### **Parent Governor Nominations**

Kennel Lane Governing Body are looking for two parents who would like to join us as a governor 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.

We meet once a month in term time, usually on a Thursday morning, and the meetings last 2½ hours. There is some pre-reading of documents to do before the meetings. There is lots of very helpful governor training available from the local authority and all new governors are provided with support from an experienced member of the governing body to help get them up to speed. We also have a governor expenses policy that covers child care and travel expenses. 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/carers. 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](mailto:returning.officer@kennellaneschool.mail.onmicrosoft.com). Nominations forms must be received by 15.50 on the Monday 14<sup>th</sup> November via email. 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 14<sup>th</sup> November 2022, 3.50pm;
- Ballot papers will be issued Wednesday 16<sup>th</sup> November 2022
- Deadline for voting and date of count of ballot papers Wednesday 23<sup>rd</sup> November 2022, 3.30pm.

Full details of eligibility and disqualification criteria are contained in the guidance for elections which can be viewed in the school website (<https://www.kennellaneschool.com/community/governors/>).

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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