

THE RICHARD HEATHCOTE C. P. SCHOOL

The Drive, Alsagers Bank, Stoke on Trent ST7 8BB

Telephone: 01782 720406

Website: www.heathcote.staffs.sch.uk

Email: office@heathcote.staffs.sch.uk



Headteacher Mrs L. Chell

4th September 2019

Dear Parent,

There is a vacancy on our school's Governing Body for a two Parent Governors. I am writing to inform you of the election arrangements and to invite you to stand for election. Parent governors are appointed for a four-year period, irrespective of whether their children remain in school during that period.

Parents who are willing to stand as a candidate for election may obtain nomination forms from the school office. The nomination form then needs to be signed by the candidate and two other parents. Parents of all children currently registered at the school are entitled to stand for election or to nominate others. For these purposes 'parent' includes a step-parent, guardian or other persons having parental responsibility.

A completed nomination form must be returned to the school no later than **Wednesday 19th September at noon**. It would be helpful if candidates would submit a brief statement about themselves. This will be distributed to all parents to help them to make their decision when voting.

All parents will be sent a ballot paper giving details of each of the candidates. Parents will be asked to indicate their preference as appropriate and return the ballot paper to the school office no later than the date shown. To comply with statutory regulations the ballot will be conducted in secret.

All candidates will be invited to attend the count although it will not be invalidated due to inability to attend.

The results of the ballot will be posted on the school notice board immediately following the count.

The successful applicant will be required to attend the Full Governor meeting in the Autumn Term.

If you wish to find out more details with regard to this position, please call in to speak to me in more detail.

Yours sincerely,

L. Chell (Mrs.)
Head teacher

THE RICHARD HEATHCOTE C. P. SCHOOL

The Drive, Alsagers Bank, Stoke on Trent ST7 8BB

Telephone: 01782 720406

Website: www.heathcote.staffs.sch.uk

Email: office@heathcote.staffs.sch.uk

