

LODDON PRIMARY SCHOOL

Headteacher: Mrs S Phillips, MA ED (Open)

Silverdale Road, Earley, Reading, Berkshire, RG6 7LR
Tel: (0118) 9261449 Fax: (0118) 9266351
Email: secretary@loddon.wokingham.sch.uk



14th September 2015

Dear Parent/Carer

NOTICE OF ELECTION OF PARENT GOVERNOR

I am writing to let you know that there is a current vacancy for a Parent Governor on the Governing Body of Loddon Primary School and to invite you to put your name forward or to nominate someone with parental responsibility for a child at the school. If more than one nomination is received an election will be held.

Before you nominate someone or put your name forward you may want to know more about what is involved. The Governing Body has overall responsibility for the conduct of the school and for promoting high standards. Governors set the vision, ethos and strategic direction for the school and support and challenge the school to work effectively and towards achieving its vision. The Governing Body at Loddon is made up of parents, staff, local authority and community governors.

Governors do not need to be experts in the field of education. What they do need is an interest in the school and the welfare of the children as well as the time and willingness to get involved.

At Loddon we expect our governors to:

- Attend meetings of the full governing body twice a term and join one or more committees which also meet twice a term
- Visit the school formally for monitoring purposes and informally to build an understanding of the school and how it operates
- Commit to attending training courses, perform additional research as required and take part in monitoring areas of the school

In return, our Governing Body commits to:

- Providing you with a structured induction and access to training as required
- Offering you the support of an experienced governor as a mentor
- Giving you informal feedback on your contribution to the governing body

If you wish to stand for election as a Parent Governor you need to do the following:-

1. Complete the attached nomination form.
2. Have your nomination supported by a proposer and seconder, who are parents of children also attending the school (you may nominate yourself).
3. Include a brief personal statement, of no more than 300 words, for circulation to voters, should a ballot be required.
4. Return the form to the school clearly marked **FAO the Acting Returning Officer** by the closing date and time.

The following timetable will apply:-

Nominations must be returned to the school office by **3.45 pm on Wednesday 23rd September 2015**. Nominations received after this date and time will not be accepted. Nominations received via e-mail will **not** be accepted.



WOKINGHAM
BOROUGH COUNCIL



In the event of more than one nomination being received a ballot will be held. Ballot papers and candidates' statements will be sent to parents on **Monday 28th September 2015**.

Ballot papers to be returned to the school office by **10:00am on Monday 5th October 2015**.

The Acting Returning Officer will count the ballot papers and declare a result immediately following the ballot deadline on **Monday 5th October 2015**. In the event of a tie lots will be drawn.

The Rules of Election will be posted in the school reception. I will be acting as Acting Returning Officer on behalf of the Clerk to the Governors for this election and if you would like any further information please contact me via the email address below. You may also like to visit the governors' page on the school website where you will find more information on the role of school governors as well as the minutes of recent meetings.

The successful candidate will join the Governing Body immediately for a term of 4 years expiring in October 2019. Their first meeting as a Governor will be the Full Governing Body meeting on Wednesday 14th October 2015.

Yours sincerely

Zahra Colwill
Returning Officer



WOKINGHAM
BOROUGH COUNCIL



In partnership with the
Institute of Education
 **University of
Reading**

