



The Orchard Primary School
Nurture Learn Grow

The Orchard Primary School

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Headteacher: Mrs Christine Haslam

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Dear Parent/ Guardian

PARENT GOVERNOR VACANCY

I am writing to inform you that there is 1 vacancy for a parent on the Governing Body of our school and we are seeking nominations for parents interested in taking up this role.

Governors are not expected to be experts but need to work as part of a team, read papers, attend meetings and ask constructive questions. There is free training available and plenty of advice and support from the school and Hounslow Council. Although parents reflect their own and their children's experience, as a governor they need to be willing to consider the interests of all children and families in the school.

Parents, step parents and guardians are able to stand for election, nominate other parents and vote in an election for parent governors. If for any reason you are not sure if you are eligible then ask the Head Teacher.

More information is given in the notes overleaf.

If you would like to become a Governor please complete the nomination form and disqualification declaration and return it to the school by **Thursday 6th February 2020**. If you wish to nominate another parent you must get them to sign the form to confirm they are willing to be put forward. If the number of nominations received is the same as the number of vacancies (in this case 1) then that parent will be declared parent governors.

If more nominations are received than there are vacancies then an election will be held by secret ballot. All nominated candidates will be asked to prepare a short statement saying why they would like to be a governor. The statements will then be circulated with the ballot papers. All parents will be advised of the outcome shortly after the closing date.

I do hope you will consider standing.

Yours sincerely

Christine Haslam
Headteacher