

**Alternative Provision Service**  
The Beacon Building  
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18 January 2020

Dear Parent/Carer,

## **PARENT GOVERNOR ELECTION**

I am writing to you to invite you to stand for election as a parent governor, or nominate another parent to do so. In our school we have provision for one parent governor and there is currently a vacancy.

The PRU Management Committee (governing body), with the headteacher, has overall responsibility for the running of the school. Governing bodies have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

No special qualifications are needed and the most important thing is to have a keen interest in the PRU and be prepared to play an active part in the Management Committee's work. The role and responsibilities of a governor are set out in further detail in the attached governor role description.

Training is available for all governors and this management committee has an expectation that those new to being a governor, attend free induction training.

The enclosed sheet summarises the circumstances under which someone cannot serve as a governor. In addition, parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority, are not eligible to stand in these elections. Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election please complete the enclosed nomination form and return it to the school no later than 12<sup>th</sup> February 2021. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent.

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If there are more nominations than vacancies, the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Yours faithfully

*R. Guyer*

Rachel Guyer  
Acting Head of Alternative Provision Service

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