



18 April 2018

Dear parent/carer

Election of Parent Governors

There are vacancies for parent governors on our schools' federation governing body.

If you would like to stand for election please complete and return the attached form to the school office at either Victoria or Thomas Coram **by 12noon on Monday 30 April 2018**. You will need to ask another parent of a pupil at either Victoria or Thomas Coram to sign the form.

Please be aware that regulations require everyone elected or appointed to a governing body to undergo a pre-appointment check which may include a criminal background check. This is to ensure the safety of the pupils. If you are elected and you subsequently decline to undergo such a check, you will disqualify yourself. If elected, you will also have to agree to, and sign, the governors' Code of Conduct.

Please give brief details about yourself (**not more than 80 words**) on the form. If an election is needed, these details will be typed up, copied and sent to all parents with the ballot papers. **Please note that the 80 word limit will be strictly enforced and result in additional wording being deleted.**

If the number of nominations is the same as or less than the number of vacancies, then the people nominated will be deemed elected unopposed. If there are not enough nominations, the governing body has the duty to appoint parent governors to fill the remaining vacancy/ies.

The governing body has determined that the term of office for a parent governor is four years. If you are elected, you may serve the full term of office even if your child leaves the school before your term of office finishes.

If an election is necessary we will send you a ballot paper on Monday 7 May 2018.

Only parents of children registered at either Victoria or Thomas Coram are entitled to stand or vote in the election. A parent who is paid to work at the school for more than 500 hours in a school year or is an elected member of the Local Authority may **not stand** for election.

Each parent will be sent one ballot paper regardless of how many children they have at **both** schools, and each parent will have one vote per vacancy. The ballot will be secret and you will be notified of the result as soon as possible afterwards.

In most cases it will be obvious whether you are a parent. For the purpose of the election of a parent governor, a parent is:

Parents (including carers) of registered pupils at the school. "Parent" is defined for the purposes of the Constitution Regulations as including "any individual who has or has had parental responsibility for, or cares or has cared for, a child or young person under the age of 18". It includes a person who the child lives with or who looks after the child, irrespective of what their relationship is with the child. The reference in the definition must be someone involved in the full-time care of the child on a settled basis.

If you have any questions about whether you are eligible to stand or vote in the election or about anything else in this letter, please contact me.

Yours sincerely

Mr R Halls
Executive Headteacher

www.castlefederation.org

Executive Headteacher:
Mr R Halls BA (Hons) QTS NPQH

Victoria
Church of England
Infant & Nursery School

Prince Edward Street, Berkhamsted
Hertfordshire HP4 3HA
Telephone: 01442 865781
admin@victoria.herts.sch.uk
www.victoria.herts.sch.uk

Head of School:
Mrs C Crozier BA (Hons) PGCE

The
Thomas Coram
Church of England School

Swing Gate Lane, Berkhamsted
Hertfordshire HP4 2RP
Telephone: 01442 866757
admin@thomascoram.herts.sch.uk
www.thomascoram.herts.sch.uk

Head of School:
Mrs J Cutler BA (Hons) PGCE



ELECTION OF PARENT GOVERNOR

NOMINATION FORM

Your name Parent at: Thomas Coram Victoria
(Mr/Mrs/Miss/Ms/Dr) (please tick)

Address
.....
.....

I have a child at Victoria and/or Thomas Coram and hereby nominate myself for election as a governor. I understand that if elected I will have to undergo a pre-appointment check and sign, the governors' Code of Conduct.

Biographical details (80 words maximum) for circulation with the voting paper are given below.

Signature



Seconded* by: Parent at: Thomas Coram Victoria
(Mr/Mrs/Miss/Ms/Dr) (please tick)

Address
.....
.....

Signature

*The seconder must be a parent of a pupil at either Victoria or Thomas Coram.

Biographical details (80 words maximum)

Your completed nomination form must be returned to the school office at Victoria or Thomas Coram by: **Monday 30 April 2018 at 12noon**

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Infant & Nursery School

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