

Dear Parent/Carer,

## PARENT GOVERNOR ELECTION

I am writing to you to invite you to stand for election as a parent on the local governing board of Samuel Ward Academy. In our school we have provision for two parent governors and there is currently one vacancy.

No special qualifications are needed, and the most important thing is to have a keen interest in the school and be prepared to play an active part in the local governing board's work. Training is available for all local governors and this Trust has an expectation that those new to being a local governing board member undertake induction and safeguarding training.

The enclosed sheet summarises the circumstances under which someone cannot serve as a local governor. Nominations must be from parents, or individuals exercising parental responsibility, of a child at the academy.

If you would like to stand for election please complete the enclosed nomination form and return it to the school marked for my attention no later than Wednesday 16<sup>th</sup> May. 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.

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,



**Mark Neild**

Headteacher, Samuel Ward Academy  
Deputy CEO, Samuel Ward Academy Trust

*The best way to predict the future... is to create it.*

Chalkstone Way, Haverhill, Suffolk. CB9 0LD. Tel: 01440761511 Fax: 01440761899. swa@samuelward.co.uk www.samuelward.co.uk