



To the Parents of pupils attending The Mead Infant and Nursery School

22 May 2023

Dear Parent

### **Local Governing Committee of The Mead Infant and Nursery School**

We are seeking nominations for parents to stand for election as parent governors of The Mead Infant and Nursery School. The school currently has two vacancies for Parent Governors.

Parent governors are elected as directed by Schedule 1, Regulation 6 of The School Governance (Constitution) (England) Regulations 2012. Nominations for parent governor vacancies are made by parents/carers of pupils registered at the school. Should there be more nominations than vacancies a secret ballot will be held. Parents/carers of registered pupils attending the school may offer themselves for election. Parent governors can serve for a term of up to four years irrespective of how long their child remains as a registered pupil of the school.

If you are interested in becoming a Parent Governor, please arrange a time to come in to school to meet with Mrs Creasey to discuss the role of a Governor and also the commitment involved before completing the nomination form.

Parents are invited to submit nominations to the Headteacher using the attached nomination form. Each person must be proposed and seconded by parents of registered pupils presently attending the school and the nominee must be a parent and signify his or her willingness to stand for appointment or election.

The governing body has a vital role to play and relies on a team approach with each individual contributing a range of skills and experience.

The nomination form must be returned by **Friday 9 June 2023 – 3.00pm**. No nomination will be accepted after that date/time. Those nominated to stand for election are requested to provide a short personal statement about themselves, of **not more than 100 words along with their nomination form**. Statements will be circulated to parents should a ballot prove necessary. If the number of nominations received is less than the number of vacancies, all those nominated will be appointed without a ballot. If the number of candidates exceeds the number of vacancies, a secret ballot will be held and candidates may request an opportunity to address a meeting of parents if they wish.

The timetable for the election of Parent Governors is set out below:

Monday 22 May 2023	Parents' letter with nomination forms sent home parent mail.
Friday 9 June 2023 – <b>3pm</b>	Last day/time for returning nominations.
Friday 16 June 2023	Ballot paper to be sent to parents (if necessary) <i>(and notification of date of the candidates' meeting if appropriate).</i>
Friday 30 June 2023 – <b>3pm</b>	Closing date for ballot papers
By Wednesday 5 July 2023	Count of ballot papers to be completed by

Nominations forms and personal statements must be submitted in a sealed envelope by  
**3.00pm on Friday 9 June 2023 to:**

Mrs T Creasey (Headteacher)  
The Mead Infant and Nursery School  
Cudas Close  
Ewell  
Surrey  
KT19 0QG

Yours sincerely

Mrs Creasey  
Head teacher