

Dear Parent

**City & County of Swansea School Governing Bodies  
Election of Parent Governors**

I am writing to inform you that a vacancy has occurred for a Parent Governor for your child's school and you are invited to submit a nomination for the post of Parent Governor.

In general, any parent of a registered pupil at the school, at the time of the election, is eligible to be a Parent Governor and to hold office for four years even though your child may leave the school in the meantime.

If you are eligible and wish to be nominated as a Parent Governor, you should complete the form overleaf and obtain the signatures of two other parents of registered pupils at the school.

The completed form should be returned to the box provided at the school, not later than May 5<sup>th</sup> 2016. **Please note it is your responsibility to ensure that the nomination is placed in the box.**

If there are more nominations received than the number of vacancies for Parent Governors, then an election will take place. Voting papers will be sent to all parents with children at the school.

Training courses for Governors are provided free by the Authority and information is also circulated from time to time regarding courses arranged by outside bodies, for which a fee may be payable.

Yours sincerely



HEADTEACHER



**CITY AND COUNTY OF SWANSEA SCHOOL GOVERNING BODIES**  
**NOMINATION FORM**

Election of Parent Governor ..... School

Name ..... of ..... Nominee:  
.....

Address:  
.....  
.....

Post code: ..... Telephone No.: .....

Parent ..... of:  
.....

I ..... (Headteacher) confirm the nominee is a parent  
of a pupil registered at ..... School. Signature.....

(to be completed by office)

Candidates are invited to provide brief details in support of their nomination, which may be circulated on any ballot form (do not exceed 50 words). This is not a compulsory requirement, however, it can help to inform parents in the event of a ballot taking place.

This completed form must be returned in a sealed envelope to the ballot box at your child's school on or before 05/05/2016