



# DUDLEY HOUSE SCHOOL

1 Dudley Road, Grantham, Lincs. NG31 9AA

Tel / Fax: 01476 400184

21<sup>st</sup> November 2023

To: All Parents/Carers

## RE: Election of Parent Governors

We currently have a vacancy on the school's governing body for a parent governor, elected by the parents of the school via a ballot. This letter is official notification that we are holding a ballot to fill this position and to solicit applications for this position from parents.

The newly elected voluntary role will commence in January 2024. The normal term of office for governors is three years, or upon a governor's youngest child leaving the school, if that falls within their three-year term. Although a professional background in one or more of the following areas: Marketing, Finance, Education, Health and Safety or HR is desired, it is not essential.

### Requirements:

- Must be over 18 and a parent or registered main carer of a child currently enrolled in Dudley House School.
- Ability to attend the Governor's meetings. These will usually be held four to six times per school year on a Thursday evening, during term time, and last approximately two to three hours.
- Commitment to reading through all pre-meeting materials and formulating informed questions and comments to constructively contribute to the meeting itself.
- Willingness to serve on sub-committees as required.
- Ideally able to serve for three years (or until your youngest child leaves the school).

If you would like to be a candidate, please complete the enclosed form and return it to the school office no later than 9:00 am on the morning of **Thursday 30<sup>th</sup> November**. Full details of the position can be found in the attached document.

Details of the candidates and the voting procedure will be sent out as soon as possible and ballot papers will be circulated with a return deadline of **Thursday 14<sup>th</sup> December**. The results of the election will be posted on our school website and all candidates will be contacted personally with the result. All enquiries relating to these elections should be referred to Mrs Johnson.

Yours sincerely

Jenny Johnson  
Head Teacher

**RETURN SLIP FOR NOMINATIONS**

To: Dudley House School Office

**I would be willing to stand for election as a Parent Governor and attach some factual details.**

CANDIDATES NAME (please print): \_\_\_\_\_

Child's Name: \_\_\_\_\_ Year: \_\_\_\_\_

To be returned no later than **9:00 am on Thursday 30<sup>th</sup> November, 2023.**

1) Please indicate why you would like to be appointed to the Governing Body (suggested MAX words 300).

2) Finally complete the certificate at the bottom of this page.

**CERTIFICATE**

I confirm that the above details are correct and I have read the Responsibilities of the governing body of Dudley House School as included in the notice of vacancies letter.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_