



Moss Lane School  
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**Headteacher**

**Mrs Victoria Abbott, BEd Hons, NPQH**

28<sup>th</sup> September 2018

Dear Parents,

**Re: Governing Body of Moss Lane School**

We are seeking nominations for parents to stand for election as Parent Governor of Moss Lane School.

Parent Governors are elected as directed by schedule 1, regulation 4 of the School Governance Regulations. Nominations for Parent Governor vacancies are made by parents of pupils registered at the school. Should there be more than one nomination a secret ballot will be held. Parents of registered pupils attending the school may offer themselves for election. Parent Governors can serve for a term of three years, irrespective of how long their child remains at the school.

We particularly need Governors with legal knowledge and skills, and / or understanding of educational developments and systems. However most of all we are looking for a Governor who has time and enthusiasm to give to the role.

Parents are invited to submit nominations to the Chair of Governors using forms which can be collected from the School Office. Each person must be proposed and seconded by parents of pupils currently attending the school.

Please note - a person is disqualified from election as a Parent Governor if they are an elected member of the Local Authority or if they work at the school for more than 500 hours per school year.

The nomination form must be returned by 12<sup>th</sup> October. No nomination will be accepted thereafter. Those nominated may enclose a short person statement about themselves of no more than 100 words. Statements will be circulated to parents should a ballot be necessary.

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

28 <sup>th</sup> September	Parent letter and nomination forms sent out
12 <sup>th</sup> October at noon	Deadline for returning nominations
15 <sup>th</sup> October	Ballot paper sent to parents
18 <sup>th</sup> October	Date of count of ballot papers

Yours sincerely,

Elaine Joyce  
Chair of Governors