

Ref: h\Governors\Election - Parent Gov\Ballot.docx

15th December 2016

Dear Parent,

PARENT GOVERNOR ELECTION

Recent correspondence informed you that we needed to hold an election for a parent governor and invited nominations. We have received **3** nominations and must proceed to the election process itself. Details of the nominees are to be found on the back of the ballot paper and 2 envelopes are also enclosed with this letter.

Please read the information about the candidates and the election process carefully before completing and returning your ballot paper to college. Completed ballot papers, in their envelopes, must be returned to college and placed in the ballot box by **12 noon on Monday 19th December 2016**. The vote will be counted at **2.00 pm on Tuesday 20th December 2016** after which the result will be announced.

Casting Your Vote

1. Each person entitled to vote in this parent governor election has a single vote for **the one** parent governor vacancy.
2. Place a cross in the box next to the person for whom you wish to vote. **Do not write anything else on the ballot paper.**
3. When you have completed the ballot paper, place it inside one of the envelopes provided and seal it. **Do not** mark the envelope in any way. Please then place the envelope inside the second envelope and sign your name on the front. **PLEASE NOTE, ANY ENVELOPE RECEIVED THAT HAS NOT BEEN SIGNED WILL BE SEEN AS INVALID.**
4. Return the completed ballot paper in the sealed envelopes to college before the closing time of the ballot and ensure that it is placed in the ballot box to await the end of the voting period.

The process described above may seem complicated but it has been designed to ensure that the ballot is secret yet only those entitled to vote can take part. Please use your vote, the work of the parent governor as a member of the whole governing body is extremely valuable to this college.

Yours sincerely,

I C Adlington,
Headteacher