

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.

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.

The completed form should be returned to the box provided at the school, not later than Friday 25th March 2022 **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.

With effect from September 2013 the Welsh Government require all new governors to attend a mandatory induction training session within twelve months of taking up the post. The session will last approximately two hours and be provided, free of charge, by the Local Authority School and Governor Unit. Additional, voluntary 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

Mr. Mark Thompson,
HEADTEACHER

CITY AND COUNTY OF SWANSEA SCHOOL GOVERNING BODIES

NOMINATION FORM

Election of Parent Governor Burlais Primary School

Name of Nominee:

Address:

.....

Post code: Telephone No.:

Parent of:

I Mr. M. Thompson (Headteacher) confirm the nominee is a parent

of a pupil registered at Burlais Primary 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 Friday 20th October 2023

