

23<sup>rd</sup> October 2020

Dear Parent or Carer

### **Forthcoming Election of a Parent Governor at Notre Dame High School**

I am writing to inform you that there is a vacancy on our Governing Body for a parent governor.

We are seeking nominations for parents interested in taking up this role. Our Governing Body currently consists of 9 Foundation Governors (appointed by the Diocese), 1 Governor (appointed by the Governing Body), 3 Staff Governors (myself and two employees elected by the staff) and 3 Parent Governors (elected by parents).

Parent governors are elected by the parents or carers of children attending the school. All parents or carers of children attending the school are entitled to propose, or second candidates, and vote. **Nomination papers** for this purpose and relevant notes **can be downloaded from the homepage of the school website [www.ndhs.org.uk](http://www.ndhs.org.uk)** If you would like a paper copy of these documents, then please contact school reception. New governors will be the subject of a vetting procedure before confirmation of their appointment.

The completed nomination papers must be returned to Notre Dame High School, marked 'To the Operations Manager' by:

**Friday 20<sup>th</sup> November 2020**

If a ballot is necessary, it will be by "postal" ballot and your child will be asked to deliver and return your voting (ballot) paper. One ballot paper per parent or carer is allowed, irrespective of how many of your children attend the school. Ballot papers must be returned in sealed envelopes to the school no later than 12 noon on Friday 4<sup>th</sup> December 2020, which will be the "date of the election" if necessary.

**More information is given in the notes on the website, and you are advised to read them carefully before taking part in the election.**

Thank you for your interest and involvement in this important process. If you have any queries regarding this election, please contact me at the school.

Yours sincerely,

Tom Pinnington  
Head of School