



January 2012

Ref: SBY/pab

Dear Parents / Guardians

Re: Election for Parent Governor(s)

Following the retirement of a long-standing governor and some other changes, we are seeking nominations for Parent Governors to sit on the school's Governing Body. We currently have 2 seats to fill. All governors serve a four year term of office and all parents and guardians of children at the school are eligible to stand as candidates and to vote in the elections, except for the following:

- If s/he is an elected member of the local education authority (local councillor)
- If s/he is paid to work at the school for more than 500 hours in any twelve month period beginning on 1st August and finishing on 31st July (academic year)

Each parent will have one vote for every Parent Governor vacancy – in this case **2 votes**.

Some people who are not parents but who act as parents and take care of a child at the school may also be able to take part. If you or someone else living with you looks after a child in this way, please contact me to check if you will be able to take part in the election.

In line with the school's policy to minimise the use of paper wherever possible, we are planning to make use of the school's website. Thus, all forms required will be available on our website for download (www.foresthillschool.co.uk/Governors tab and follow the links). However, if any parent/carer wishes to have a paper copy, all will be available via Main Reception for collection by parents/students as required. **Please note that all published deadlines must be adhered to throughout the process.**

Nominations

If you would like to stand as a candidate you should complete and return the form **Form A: Nomination Form** by the end of school on **WEDNESDAY 01 FEBRUARY 2012** together with a short statement summarising how you feel you would fulfil this role. You may submit your nomination by email to info@foresthill.lewisham.sch.uk or as a hard copy – please clearly mark the email/envelope for the attention of Pat Brutto, Returning Officer, who will also deal with any enquiries – please phone the school.

You can nominate yourself to stand. If you want to nominate another parent, please ask them to sign the nomination form in the space provided to confirm their willingness to stand.

The nomination form is available on our website and from the school office/main reception.

As there are two vacancies, if there are two or less candidates those nominated will be considered as duly elected without the need for a ballot and all parents will be notified of the result.

Should there be more nominations than vacancies then the decision process must move to a ballot and parents/carers will be notified accordingly - please see voting details below. The details of each candidate will be posted on the school's website with a short personal statement, as well as being available for reference beside the ballot box throughout the voting period.

Dacres Road
Forest Hill
London SE23 2XN

T: 020 8699 9343

F: 020 8699 9198

E: info@foresthill.lewisham.sch.uk

www.foresthillschool.co.uk



Headteacher: Steve Brady BEd (Hons)

Please note that all new Governors are required by law to undergo formal checks (CRB etc) on their suitability to serve.

Voting

Parents will be notified should it be necessary to hold a ballot. Please come to main reception during the times shown below to cast your vote. As there are **2** vacant seats at this time, each eligible parent can **vote for up to (but not more than) 2 names on the ballot paper.**

- **Tuesday 07 February** **8.30am to 4.15pm**
- **Weds 08 February** **8.30am to 4.15pm**
- **Thursday 09 February** **8.30am to 4.15pm – voting closes**

Postal Vote

If you cannot come to the school to vote you can apply for a **postal vote** which you must request in advance – please contact Pat Brutto promptly for the required form. **NB: The closing date for both personal and postal votes is Thursday 09 February at 4.15pm.**

You cannot also vote at school if you have requested a postal vote.

Result

The result of the ballot will be made known as soon as possible after the close of voting.

Information about being a Parent Governor can be found on the website www.governornet.co.uk or visit the school's website at www.foresthillschool.co.uk and click on the Governors tab on the left hand side of the home page.

For your information, a parents' forum is planned for Monday 23 January from 6.30pm to 8.30pm in school, where parents will have the opportunity to meet with our current Chair of Governors, Elizabeth Jamieson, and staff members to discuss a range of topics - including serving as a parent governor. Full details are on the website.

In line with our student population and to best reflect on the Governing Body its diversity of culture and heritage, we encourage parents from all ethnic backgrounds to participate in the process and stand for election. Parent Governors are very important to the ethos of the school and have a significant role to play across a broad range of school life - I hope very much that you will consider being a candidate and/or vote in the elections.

Yours sincerely



Steve Brady
Headteacher