



POTTEN END C of E PRIMARY SCHOOL

Church Road, Potten End, Berkhamsted, Hertfordshire, HP4 2QY

Telephone 01442 865022

Fax 01442 874974

e-mail: admin@pottenend.herts.sch.uk

www.pottenend.herts.sch.uk

Head Teacher
Mr Andrew Morris

11 June 2015

Dear Parents

ELECTION OF PARENT GOVERNORS

The Governing Body has two vacancies for Parent Governors. We are looking for people who have a financial background/experience who can join the Finance Committee, as well as adding value as a Parent Governor. One position will commence at the beginning of September 2015, the second after October half term. If you wish to submit your name, please complete the attached nomination form, which needs to be seconded by another parent of a child at the school, and return it to the office by Friday 26 June 2015. Should there be more than two nominations, voting will take place during the week commencing 13 July 2015. It would be helpful if you would give brief details about yourself, of up to 80 words in support of your nomination.

Whilst this is a very responsible position, it is a really worthwhile investment in your children's educational future, and is not too intrusive in time commitment.

The term of office for Parent Governors, like the other Governors, is for four years. Parent Governors must have a child registered at the school on the date they are elected, but do not have to resign from the Governing Body if their child leaves the school before their four year term of office is completed, unless they choose to do so.

If there are insufficient nominations, the Governing Body has the power to appoint a Parent Governor to fill the vacant governorship.

Yours sincerely

Governing Body
Potten End First School

NOMINATION FORM

EDUCATION (NO 2) ACT 1986 - ELECTION OF PARENT GOVERNOR

SCHOOL:

NAME:

ADDRESS:

I have a child at the school and hereby nominate myself for consideration for appointment as a Governor of the school. Biographical details for inclusion in the voting paper are given below:

Seconded* by: Name:

 Address:

 Signature:

* The seconder must be a parent of a child at the school.

Biographical Details (please limit to 80 words)