



## PENSANS COMMUNITY PRIMARY SCHOOL

Madron Road, Penzance, TR20 8UH  
**Telephone:** 01736 363627 **Fax:** 01736 331759  
[head@pensans.cornwall.sch.uk](mailto:head@pensans.cornwall.sch.uk)  
[www.pensansprimary.co.uk](http://www.pensansprimary.co.uk)

**Headteacher:** Ms A Clay BA (Hons) QTS

18/09/2017

Dear Parent/Carer,

### PARENT TRUSTEE/LOCAL GOVERNING COMMITTEE MEMBER ELECTION

I am writing to you to invite you to stand for election as a parent local governing committee member, or nominate another parent to do so. In our school we have provision for two parent local governing committee members and there are currently two vacancies.

The local governing committee is delegated certain functions by the board of trustees and will be responsible for ensuring that the vision, ethos and strategic direction of the school are clearly defined; ensuring that the head teacher performs his or her responsibilities for the educational performance of the school; and ensuring the sound, proper and effective use of the school's financial resources.

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the board of trustees'/local governing committee's work. However, we would particularly welcome nominations from parents with the following skills:

- Finance
- Buildings
- Health and Safety
- Data Analysis
- HR/Wellbeing

Training is available for all local governors and this board of governors has an expectation that those new to being a local governing committee member, attend free induction training.

The enclosed sheet summarises the circumstances under which someone cannot serve as a local governor. Nominations must be from parents, or individuals exercising parental responsibility, of a child at Pensans School.

If you would like to stand for election please complete the enclosed nomination form and return it to the school no later than Monday 2<sup>nd</sup> October. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent.

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Yours faithfully

Returning Officer





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### Election of parent trustees/ parent local governing committee member

Please enter in BLOCK LETTERS, the name and address of the person being nominated for election:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature of nominee: \_\_\_\_\_

Signature of proposer (if different to nominee): \_\_\_\_\_

Name and address of proposer (if different to nominee): \_\_\_\_\_

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Personal Statement (maximum 250 words)

I wish to submit my nomination for the election of parent trustee/ parent local governing committee member.

I confirm (i) that I am willing to stand as a candidate for election as a parent trustee/ parent local governing committee member and (ii) that I am not disqualified from holding office for any of the reasons set out in the articles of association.

Signature

.....

Date

.....

**Completed nomination forms must be returned to the school by <insert date>**

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