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**8th June 2017**

Dear Parent/Carer

**VACANCY FOR A PARENT LOCAL GOVERNOR ON THE LOCAL GOVERNING BODY**

I am writing to inform you that we have a vacancy for a Parent Local Governor on the Local Governing Body here at Heartlands High School.

We have provision for two Parent Local Governors to be part of the Local Governing Body.   
Bolu Heather has now stepped down as a Parent Local Governor. We wish to thank Bolu for all   
her hard work, support and commitment to the school during her time in this role.

Parents and Carers are now invited to nominate and elect a new Parent Local Governor to join the Heartlands High School Local Governing Body.

An elected Parent Local Governor must be a parent or a person who has parental responsibilities of   
a student registered at Heartlands High School.

The vision is for all our students to develop a commitment to learning; teaching students that effort is essential, achievement will carry them forward, active citizenship matters and that none of this can be achieved without the highest of aspirations.

The role of a Parent Local Governor is an exciting and important opportunity to take an active   
role in the governance of the school; enabling that vision to become a reality through ensuring high standards of achievement for all, contributing to strategic discussions and holding school leaders to account by monitoring school performance and ensuring money is well spent.

Attached you will find:

• [Information about the role and how to stand for nomination and election](HHS_Parent%20Local%20Governor_Information.docx)

• [Details regarding eligibility](HHS_Parent%20Local%20Governor_Eligibility%20Criteria%20Information.docx)

• [Nomination form](HHS_Parent%20Local%20Governor_Nomination%20form.docx)

If you would like to nominate or be nominated, please complete the attached nomination form and return to the school office in a sealed envelope marked for the attention of Jo Millard, Clerk to the Governors. Self-nominations and nominations for another parent will both be accepted. If you are nominating another parent, please seek their prior consent to do so.If there are more nominations than vacancies, an election will be held by secret ballot. If that is necessary, ballot papers will then be sent out to all Parents and Carers together with details of the ballot procedure.

Nominees are also invited to submit a short personal statement to support their nomination, which should be no longer than 300 words. In the event of an election, this will be circulated as part of the election process.

**Closing date for receiving nominations is 9.00 am on Monday 26 June 2017.**

Please note that nominations received after this date will not be accepted.

Yours faithfully,

**Returning Officer**