



LANGSHOTT PRIMARY SCHOOL  
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[www.langshott-surrey.co.uk](http://www.langshott-surrey.co.uk)  
Headteacher Mrs SL Mackintosh BEd(hons) NPQH

5<sup>th</sup> January 2024

To the Parents / Carers of pupils attending Langshott Primary School

### GOVERNING BODY OF LANGSHOTT PRIMARY SCHOOL

We are seeking nominations for parents to stand for election as a Parent Governor of Langshott Primary School. The school currently has a vacancy for a Parent Governor on its Governing Body. Nominations for Parent Governor vacancies are made by parents of pupils registered at the school. Parent Governors serve for a term of four years irrespective of how long their child remains as a registered pupil of the school.

Parents are invited to submit nominations to the school, using the attached nomination form. Each nominee must be proposed and seconded by parents of registered pupils presently attending the school and the nominee must also be a parent and signify his or her willingness to stand for election. Should there be more nominations than vacancies, a secret online ballot will be held. Alternative arrangements will be made for parents without access to the Parent Portal to register their vote.

*Please note: a person is disqualified from election or appointment as a Parent Governor of a school if they are an elected member of the Local Authority, or if they work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in a school year (at the time of election or appointment).*

The attached nomination form should be printed and the completed form must be returned to the Returning Officer by noon on Thursday 18<sup>th</sup> January 2024. No nominations will be accepted after that date/time. Those nominated to stand for election may enclose with their nomination form a short personal statement about themselves of not more than 100 words. Statements will be circulated to parents should a ballot prove necessary. If the number of candidates exceeds the number of vacancies, a secret ballot will be held. Details of the secret ballot will be forwarded to all parents. **In the event that a ballot is necessary, the candidate receiving the most number of votes will take up their Governorship with immediate effect.**

The timetable for the election of the Parent Governor is as follows:

Friday 5 <sup>th</sup> January 2024	Letter and nomination forms to parents and carers.
Noon on Thursday 18 <sup>th</sup> January 2024	Receipt of nomination forms.
Friday 19 <sup>th</sup> January 2024	Should a ballot prove to be necessary: Ballot papers issued
Noon on Friday 2 <sup>nd</sup> February 2024	Closing date for receipt of ballot papers.
Friday 2 <sup>nd</sup> February 2024	Count of ballot papers and notification of result.

Nominations must be submitted to Mrs Mackintosh by noon on the Thursday 18<sup>th</sup> January 2024.

Should you wish to learn more about what the role entails, please contact the Clerk to the Governing Body at [clerk@langshott.surrey.sch.uk](mailto:clerk@langshott.surrey.sch.uk) or the Chair of Governors [a.cartergov@langshott.surrey.sch.uk](mailto:a.cartergov@langshott.surrey.sch.uk).

Yours sincerely,

Mrs S Mackintosh  
Head Teacher

LANGSHOTT PRIMARY SCHOOL – PARENT GOVERNOR ELECTIONS

NOMINATION FORM

Nominee

Name and Address (BLOCK LETTERS)

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Name/s of child/children

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Nominee's Signature

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Proposer

Name and Address (BLOCK LETTERS)

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Name/s of child/children

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Proposer's Signature

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Secunder

Name and Address (BLOCK LETTERS)

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Name/s of child/children

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Secunder's Signature

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Nominee's Personal Statement (not more than 100 words)