

The GOVERNORS OF LINCOLN CHRIST'S HOSPITAL SCHOOL

20th January 2016

**To: The Parents/Carers of Children currently registered at Lincoln Christ's Hospital School,
Wragby Road, Lincoln LN2 4PN**

Dear Parent/Carer

ELECTION OF A PARENT GOVERNOR for 2016-2020

A Parent Governor has resigned from the Governing Body and created a vacancy. We need a parent to be nominated. If there are more than two nominations then there will be an election.

The Parent Governor's term of office is for nearly four years from now until the day prior to the Annual Meeting of the School Governing Body in September 2020, even if your child leaves during that time.

For the purpose of this election of parent governor, "parent" means the parent/parents, carer and every person who has the actual custody of the child or young person who is registered as a pupil at the School. Either parent or carer may seek election as a Parent Governor.

If you would like to be a candidate for this election, would you kindly complete the nomination paper overleaf and obtain the names of two other parents etc. who have children currently registered at the School, to propose and second your nomination and return it to me in a sealed envelope addressed to me at **Student Reception by 3.00pm on Wednesday 10th February 2016?**

In the event of there being a contest (election), voting papers will be circulated and polling will take place on **Wednesday 2nd March 2016 at 3.00pm.** Should there be no contest a notice giving details of the parents returned unopposed will be displayed by the Sixth Form entrance to the School. The Candidates elected will be notified formally by post and also by telephone. Candidates may be present for the counting of votes.

Persons being nominated for election are asked to supply brief personal and relevant details of themselves (not exceeding 75 words) which will, if an election is necessary, be circulated with the ballot papers.

The main duties and responsibilities of the governors relate to policy issues and the conduct and curriculum of the School. There are certain duties in respect to the admission of pupils, the premises, staffing and financial matters. The Governing Body normally meets twice a term and business is conducted through various committees. Governing Body meetings take place on a Wednesday evening at 6.30pm at school. Every effort is made for a Governor to serve on at least one Committee. Whilst the duties are not onerous, those elected must expect there to be demands on their time and energy through the attendance at meetings, visits to the School etc., and public and social functions connected with the School. Training and advice are given.

Any enquiries relating to this election should be made to me at the above address or ring me on 01522 527978.

Please make a note of the dates if you are interested in becoming a Governor.

Yours sincerely

Kate Wilson
Chair of Governors

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NOMINATION PAPER (To be returned by 3.00pm on Wednesday 10th February 2016)

To: The Returning Officer c/o Student Reception, Lincoln Christ's Hospital School, Wragby Road, Lincoln LN2 4PN (There will be a box in Student Reception for replies.)

.....
(Full name block capitals)
Address and telephone number

.....
.....

..... Tel:.....

being the parent/carer of

.....

Form(s)..... registered as a pupil(s) at Lincoln Christ's Hospital School
wish to stand for election as a Parent Governor of this School.

Signed..... (Print.....) Dated

Please get two parents of children at the school to sign below:

	Signatures of Parent	Name of Registered Pupil	Form
Proposer
Secunder

Please write up to 75 words about yourself. This information will be put on the voting form if there is a need for an election. Attach a separate sheet firmly if necessary.