

# Hutton Cranswick CP School

Headteacher: Liz Burkinshaw  
The Green, Hutton Cranswick, Driffield, YO25 9PD  
Tel: 01377 270482 email: cranswick@eastriding.gov.uk  
Website: www.huttoncranswickschool.co.uk



13<sup>th</sup> March 2019

Dear Parents

There is currently a vacancy for a parent governor on the School's Governing Body. A 'parent' for the purpose of the election is a person with 'Parental Responsibility' as defined by the Children's Act 1989 and includes married parents, mothers of non-marital children and divorced or separated parents. It may also include unmarried fathers who may acquire parental responsibility by agreement with the mother or by means of a court order. Guardians, non-parents in respect of whom a residential order is made and local authorities in respect of whom a care order is made may also acquire parental responsibility. A parent governor must have a child in the school at the beginning of the school year in September 2018. We already have a number of governors with children in Years 3 to 6 and so if your child is in Year Reception to 2 the governors would encourage you to come forward to help balance the parent representation on the Governing Body.

There are circumstances which disqualify parents from standing for election to the Governing Body, but not from proposing or voting for candidates. In brief these are where a parent has been adjudged bankrupt or has been convicted of a criminal offence during the past three years for which a prison sentence (suspended or not) for a period of not less than three months, without the option of a fine, was imposed.

For the purpose of proposing candidates a nomination slip is available from the school office; slips should be completed and returned to me by those parents wishing to make nominations. Those parents nominated and seconded who have indicated their interest in standing for election by signing the nomination slip may submit brief biographical details (maximum of between 70 and 100 words) for circulation with ballot papers. The closing date for any nominations is Friday 22nd March at 9.15am.

On the closing date for the receipt of nominations, if the number of candidates is the same as, or fewer than, the number of vacancies, then all candidates will be duly elected unopposed. If however, there are more candidates than vacancies, an election by secret ballot will be held.

Ballot papers will be sent to parents eligible to vote for completion and returned to me within the week of their despatch. The completed ballot papers should be returned via your child, mail, or in person, in a sealed envelope and will be placed, unopened in a ballot box positioned in the school office.

Each parent has one ballot paper irrespective of the number of children at school.



If necessary the date and time for the count will be Friday 29<sup>th</sup> March at 3.30pm and candidates are invited to attend the opening of the ballot box and subsequent count.

An independent scrutiniser who will be a parent of a child at the school, not seeking election will be present during the count.

The parent polling the highest number of votes will be declared duly elected to the governing body.

Following the result of the election, (or if the election was not necessary), the name of the nominee, will be circulated to all parents as soon as possible after the count. The result will be displayed on the notice board outside the main entrance of the school premises for seven days.

Yours sincerely

Liz Burkinshaw  
Headteacher

