

Harleston C.E. Primary Academy

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Interim Headteacher: Mrs M Foreman

6th October 2020

Dear Parents and Carers

I am writing to inform you that our Federation's Local Governing Body (LGB) has a vacancy for a parent governor representing Harleston Primary Academy. We are seeking nominations for parents interested in taking up this role. Parent governors are elected by the parents or carers of children attending the school. All parents or carers of children attending the school are entitled to propose or second candidates and vote.

Nomination forms and the accompanying notes and guidance are available from the school. The completed nomination forms should be returned to the school office, marked 'Parent Governor' by **Friday 16th October**.

As there is only one vacancy, if more than one nomination form is received there will be a ballot. Each parent or carer will receive a ballot paper, irrespective of how many of your children attend the school. At the moment, there is no system available to carry out a ballot / vote electronically. If a ballot is necessary, we will let you know how it will be carried out safely and in line with the school's Covid-19 Risk Assessment.

If only one nomination form is received then, providing all the vetting procedures are met, that parent will be considered elected and be appointed.

The Federation LGB was formed in January 2019 and currently has 12 governors, the majority have been appointed by the St Benet's Academy Trust. The headteachers of both HPA and ASHS are members of the LGB. The LGB has three committees – Standards and Curriculum, Resources, and Ethos and Community – and every governor is a member of at least one committee. The committees meet once a term and the LGB meets twice a term. All meetings are taking place virtually. Meetings are on a Wednesday from 6.00 to 8.00 pm and dates have been fixed for the academic year.

Being a governor can be very worthwhile and enjoyable. Both Harleston schools are at an exciting point in their history and there is the opportunity to help the future development of educational provision in the town. More information on the LGB is available from the school or on the school's website.

Thank you for your interest and involvement in this important process. If you have any questions about being a parent governor or the election process, please speak to Mrs Foreman or I can be contacted via the school.

Yours sincerely

A handwritten signature in black ink that reads "Chris Wilson-Town".

Chris Wilson-Town

Chair of the Harleston Federation LGB

