

PM/SB

4<sup>th</sup> May 2017

Dear Parent/Guardian

### **NOTICE FOR THE ELECTION OF PARENT GOVERNOR**

There is currently one vacancy for a Parent Governor on the Robert Smyth Governing Body. If you are a parent or guardian of a student at Robert Smyth and are interested in putting yourself forward for election, would you please complete and return to the school the attached nomination form.

Parent Governors are welcomed as valued members of the Governing Body and play an important role. The Governing Body works together as a group, meeting in the evening at least once every half term. Governors will be expected to be active in working parties when appropriate and need to be able to occasionally visit the academy during school hours. Governors are responsible for the strategic direction of the school, promoting high standards of educational achievement and ensuring our resources are used to maximum impact. Life as a Governor is interesting and varied and we feel sure that there are parents prepared to take on this important role and give their time and commitment to helping to continue to improve the school.

If you would like to stand for election, you should complete the form attached and have it signed and dated by the Proposer and Secunder (who must be parents/guardians of students currently at Robert Smyth Academy). Completed nomination forms must be returned to school addressed to Dr Paul Machon, Chairman of the Governing Body by **Friday 12<sup>th</sup> May**.

Candidates are requested to include on the form a short statement (of no more than 250 words) giving autobiographical information and any other relevant details.

If more than two nominations are registered we will need to hold an election. In that event, you will receive a Notice of Poll, details of candidates and ballot papers on **19<sup>th</sup> May**. All ballot papers have to be returned to Robert Smyth Academy by 12:00 noon on Friday, 26<sup>th</sup> May. Ballot papers will be counted and the outcome published on that day.

An information session will be held between 17:00 to 17:45 on the 10th May 2017 to provide parents considering becoming a governor with more information, as well as giving a chance to ask any questions. If you are unable to make the meeting, please email any questions to [sbooth@rsacademy.co.uk](mailto:sbooth@rsacademy.co.uk).

Yours sincerely



**Dr P Machon**  
Chair of Governors

Acting Principal Richard Taylor BA (Hons)

