

Headteacher/Pennaeth
Alan Tootill

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Pontarddulais Road
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SWANSEA
SA4 4FG

1st October 2018

Dear Parent / carer

City & County of Swansea School Governing Bodies

Election of Parent Governors

I am writing to inform you that 2 vacancies have occurred for parent governors for your child's school and you are invited to submit a nomination for the post of parent governor.

Any parent of a registered pupil at the school, at the time of the election, is eligible to be a parent governor and to hold office for four years even though your child may leave the school in the meantime.

If you are eligible and wish to be nominated as a parent governor, you should complete the form overleaf.

The completed form should be returned to the box provided at the school office, not later than **Monday, 15th October 2018**. Please note it is your responsibility to ensure that the nomination is placed in the box.

If there are more nominations received than the number of vacancies for parent governors, then an election will take place. Voting papers will be sent to all parents with children at the school.

With effect from September 2013 the Welsh Government require all new governors to attend mandatory training within one year of taking up the post. Training courses for governors are provided free by the Authority and information is also circulated from time to time regarding courses arranged by outside bodies, for which a fee may be payable.

Yours sincerely,

Mr. A. J. Tootill
HEADTEACHER





CITY AND COUNTY OF SWANSEA SCHOOL GOVERNING BODIES
NOMINATION FORM

Election of Parent Governor: Penyrheol Comprehensive School

Name of Nominee:

Address:
.....

Post code: Telephone No.:

Parent of:

I (Headteacher) confirm the nominee is a parent of a pupil registered at Penyrheol Comprehensive School.

Signature.....

(to be completed by office)

Candidates are invited to provide brief details in support of their nomination, which may be circulated on any ballot form (do not exceed 50 words). This is not a compulsory requirement, however, can help to inform parents in the event of a ballot taking place.

This completed form must be returned in a sealed envelope to the ballot box at your child's school on or before Monday 15th October 2018.

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