17th October 2022

**Parent Governor Election – JQA Local Governing Body (LGB)**

Dear Parent(s)/Carer(s),

Parents are our partners at JQA and we are looking for one parent governor to join the LGB at JQA Academy. Please see the enclosed advert for further details of the parent governor role. Any parent who would like to apply for the role will need to complete an application form. The application form is attached to this letter. Please complete all sections of the form and return it either via email to epickett@corejewelleryquarter.academy or hand in a paper copy to the school reception in a sealed envelope, clearly marked as ‘Parent Governor Application’.

The process and timeline for the election of parent governors at JQA is outlined below:

1. Parents are advised of the parent governor vacancies by the school and invited to apply for the role.

2. Applications must be received by 12pm on 31st October 2022.

3. CORE Education Trust will review all applications and shortlist candidates who can demonstrate that they have the required skills for the role and in particular who can fill any gaps in the skills required for the LGB. This may include specific skills such as an ability to understand data or finances as well as general capabilities such as the capacity and willingness to learn.

4. Shortlisted candidates will be interviewed by a panel, including the Academy’s LGB Chair of Governors

5. Where there are more nominations than vacancies, shortlisted candidates will be put up for election. If there are more nominations than vacancies ballot papers for the election will be sent out on 4th November 2022. Ballot papers must be returned to school by 12pm on 11th November 2022.

6. All parents are eligible to vote in the parent governor election, parents are able to cast one vote only. The ballot papers will be counted at the end of the school day on 11th November 2022 at school, and the result of the election will be communicated to parents by letter on 14th November 2022.

Yours faithfully,

**L Taylor – Interim Chair of Governors**

**NOMINATION FORM for the election of Parent Governor**

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of person nominated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of proposer (if different to nominee): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and address in BLOCK letters of proposer (if different to nominee):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s name and class:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete your personal statement on the reverse of this nomination form.**

**There is no limit on the length of this statement, however, we encourage candidates to read the nomination letter carefully, to be succinct when setting out the skills, experience and attributes that they can bring to the local governing board to support their nomination.**

**Your personal statement will be provided to each person who is eligible to vote.**

**Completed nomination forms must be returned to the school by 12pm on 31st October or via email to** **epickett@corejewelleryquarter.academy**