South Bersted CE Primary School
Church Lane
Bognor Regis
West Sussex
PO22 9PZ

Tel: 01243 821678
office@southbersted.co.uk
www.southbersted.co.uk

Headteacher: Mr Noel Goodwin

Dear Parent/Carers,

Election of Parent Governor

Every maintained school in England has a Governing Body responsible to the local community for running the school. There is currently a vacancy for a Parent Governor at South Bersted C of E Primary School. The term of office will be 4 years.

If you are interested in standing for election as a Parent Governor, please complete the enclosed nomination form and return it to sbm@southbersted.co.uk, no later than the 2nd of November at 5pm.

- You must ensure that you obtain the signature of 2 parents/legal guardians of children currently attending the school, who support your nomination.
- You must include on your nomination form the names of the Parents/Carers who you expect to be supporting your nomination.
- You must also include a brief election statement.

If one or more nominations are received, all Parents/Carers will then receive voting papers which will include the candidates' election statements. Voting papers would need to be returned by the 13th of November 2026. Votes will then be counted at a time mutually agreed with all candidates, and each candidate or his/her authorised representative may attend the count. One verified, Parents and Carers will be notified of the event.

I have attached the PARENT GOVERNOR ELECTION PROCESS form which outlines the Regulations concerning the qualifications and disqualification connected with the office of governor, which you should read carefully. If you have any queries about them or about the procedure, I shall be pleased to answer them.

All elected parent governors are required to complete an enhanced criminal record application within 21 days of their election. A paper copy of this letter and form is available on request.

Yours faithfully,

M. Goodwin

Mr N Goodwin
Headteacher