

4th July 2018

Shuttleworth College Parent Governor Election 2018

Dear Parent/Carer,

You will be aware that Shuttleworth College is currently recruiting two parent Governors. Since there have been more nominations than there are vacancies, we are required to hold an election. On the reverse of this letter are statements from each candidate regarding the skills and experience they would bring to the Governing Body.

A Ballot paper and Eligibility to Vote form is enclosed with this letter. In order to register your vote, please complete both documents as follows:

1. The ballot paper should be completed and placed in a sealed envelope
2. The eligibility to vote form must be completed and placed in the second envelope together with the first envelope containing the ballot paper. The ballot paper will be considered void if it is not accompanied by a valid eligibility form.

Ballot forms should be returned no later than 4pm Friday 13th July 2018.

Each parent is entitled to one vote for their preferred candidate. If there is joint parental responsibility but the parents do not live at the same address we are sending home two sets of ballot forms. We would ask **where possible** that you pass these papers on.

The election will be decided by a simple majority of the votes cast. In the event of a tie, lots will be drawn only if a further vote is unlikely to produce a decisive result.

When the election has been completed, I will write to you again to let you know the outcome. In the meantime, if you have any queries, please do not hesitate to contact me.

Yours sincerely



Carole Owen
Clerk to Governors