



ROSSETT ACRE PRIMARY SCHOOL

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Our school:

Charity No.1048680

'Excellence and happiness for all'

21 November 2019

Dear Parents/Carers

Election of One Parent Governor

As more than one nomination has been received, it is necessary to hold a secret ballot. Please find attached the ballot paper. Apologies for the apparent complexity of the voting arrangements but we are bound by DfE guidance to organise the election in this way.

Each parent of a pupil on roll is entitled to vote for one candidate. If you cast more than one vote, your ballot paper is spoiled and will not count. When you have marked your paper, place it in an unmarked sealed envelope. Then place this inside a second sealed envelope (one for each parent who wishes to vote). The name(s) and form(s) of each of your children must then be printed *clearly and legibly* across the back of **only the outer envelope**.

The outer envelope should be addressed "Parent Governor Election" on the front, and be returned to school by **noon on Wednesday 18 December 2019**. This can be done either by post, or via your child to the school office. If the ballot paper(s) are not returned in envelopes as prescribed, then they must be regarded as spoiled papers and not counted.

On receipt, the pupil name(s) on the outer envelope will be checked for entitlement to vote. The inner envelopes will then be placed unopened in a ballot box, to be counted subsequently by the Clerk and a member of the Governing Body. This procedure will ensure that the ballot remains secret and that only persons entitled to vote have done so. Each candidate is entitled to be present for the count itself.

There is no possibility of any parent being able to submit more than the maximum number of votes they are entitled to, because of the arrangements for verifying the outer envelope containing the ballot papers.

The successful candidate becomes Parent Governor immediately.

Yours sincerely

Corrine Penhale
Headteacher

