

Monday 8th September 2025

Dear Parent or Guardian

Forthcoming Election of Parent Governor(s) at **AIM** Federation

I am writing to inform you that 2 vacancies exist on our governing board for a parent governor and we are seeking nominations of parents interested in taking up this role. Being a governor can be very enjoyable and worthwhile.

Parent governors are elected by the parents or guardians of children attending the schools in the federation.

All parents or guardians of children attending the school are entitled to propose or second candidates and vote. To make a nomination please complete the form here : Parent Governor Nomination Form - AIM Federation

The completed nomination papers must be submitted by: **Monday 15th September 2025.**

If the number of nominations received are equal to, or less than, the number of vacancies there will be no need to hold a ballot. If a ballot is necessary, it will be by electronic ballot via a google form. One ballot paper per parent or guardian is allowed, irrespective of how many of your children attend the school. Ballot votes must be submitted to the school no later than: **Wednesday 24th September 2025** which will be the "date of the election".

More information is given in the notes overleaf and attached leaflet and you are advised to read them carefully before taking part in the election.

Thank you for your interest, and involvement in this important process. If you have any queries regarding this election, please contact me at the school.

Yours sincerely,

David Hopkins
Executive Head

NOTES FOR PARENTS TAKING PART IN PARENT GOVERNOR ELECTIONS

There will be no need to hold an election (i.e. no ballot will be needed) if the number of nominations received are equal to, or less than, the number of vacancies.

The composition of the governing board detailing the number of parent governors is set out in the Instrument of Government of the school.

After reconstitution a parent governor will have a term of office of four years unless the Instrument of Government states otherwise.

Under the 2012 School Governance Regulations, a person is disqualified from election or appointment as a parent governor of a school if they are an elected member of the LA (a County Councillor) or if they work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in a school year (at the time of election or appointment).

Any governor may resign at any time during their period of office.

A parent governor does not have to resign when his/her child leaves the school, but is able to complete his/her term of office.

Parents standing as candidates in the election may not propose or second themselves.

Each parent/guardian shall be entitled to return one “ballot paper” irrespective of the number of children in the family attending the school.

Each parent/guardian shall be entitled to vote for as many candidates as there are vacancies in the election. No arrangement shall be made for proxy voting.

Each “ballot paper” must be returned by the date and time fixed by the Headteacher, via the google form sent by the school. The ballot returns will remain unopened securely in an electronic form until the count commences.

All candidates or their representatives will be invited to attend the counting of the ballot returns.

A notice of the result of the election will be posted on the school notice board for a period of 14 days from the "date of the election". During this period any candidate, proposer or seconder of a candidate, or any ten parents may object to the result of the election.