



South Tyneside Council

5 October 2022

Dear Parent / Carer

PARENT GOVERNOR ELECTIONS HEBBURN COMPREHENSIVE SCHOOL

Nominations are required for **two** Parent Representative to the Governing Board of Hebburn Comprehensive School to serve four years from the date of appointment.

As a parent / carer you are eligible* to:

- **STAND** for election to the Governing Board. You will need to contact the school to obtain a copy of the nomination booklet and complete it within the timescales detailed below.
- **NOMINATE** or second other parents of pupils at the school.
- **VOTE** in an election, should one be necessary.

The timetable for electing the new Parent Governor is as follows :

- Nomination booklets will be available upon request from the school from **Thursday 6 October 2022**. Please contact Mrs K Melville, Head Teacher's PA at melvillek@hebburn.net .
- Completed nomination booklets are to be returned to the Head Teacher by **Noon on Wednesday 12 October 2022**
- If there are more nominations received than there are vacancies, elections will be held commencing **Monday 17 October**. (Details of any election will be sent at a later date, if appropriate).
- The results of the election will be declared by **Monday 24 October 2022**.

* Information concerning qualifications and disqualifications from standing for election may be found on the nomination form.

Yours sincerely

Mrs C Henderson
Governors Support and School Admissions Manager