



**TO: PARENTS OF PUPILS ATTENDING MILFORD HAVEN SCHOOL**

Dear Parent

### **Election of Parent Governor**

There is a vacancy for a parent governor on the governing body of the above school. If you have a child at the school, you are eligible to apply to take up this position. The term of office of a governor is four years and, if your child leaves school during this time, you may still continue as a governor until your term of office ends.

Further information on what is involved in being a parent governor, as well as application forms, can be obtained by contacting **Paul Hudson**, Clerk to the Governing Body at [paulhudson@milfordhavenschool.co.uk](mailto:paulhudson@milfordhavenschool.co.uk). The application form must be returned to **the school** by **3.30 pm on Thursday 15<sup>th</sup> December 2022**.

If there are more applicants for the post than the number of vacancies, an election will need to be held. If this is the case, we will contact you to ask if you wish to proceed with this or whether you would prefer to withdraw your application, unless you have already indicated this on your application. If an election is held, the information candidates provide on section 5 of the application form will be distributed to all parents with the ballot paper, to help them to make their choice.

Please note that successful applicants will be required to undergo an enhanced DBS check, and will be required to attend 2 mandatory training courses; failure to do so would disqualify you from being a governor. If you feel that you would be unable to meet either of these conditions then you should not apply to be a parent governor.

Please contact Mr Hudson if you require more information.

Yours sincerely

*Paul Hudson*

**Paul Hudson**  
**Clerk to the Governing Body**