

ALBAN WOOD PRIMARY SCHOOL AND NURSERY

The Brow, Watford WD25 7NX • Tel 01923 678240 / 678247 • Fax 01923 678256

Mrs Rachel Kirk, Headteacher

WE VALUE: RESPECT, KINDNESS AND AMBITION

Tuesday 15th November 2016

Dear Parent/Carer,

Re: Parent Governor Vacancy

I am writing to notify you that one parent governor vacancy has become available. I am confident that parents will find this a stimulating and interesting challenge and an opportunity to contribute to the life and development of the School.

Events like our annual governor day in May, as well as attending governor meetings termly help make the role varied. We hope our new parent governor, alongside our established governors, will help develop other opportunities for governors to contribute to the life and development of Alban Wood.

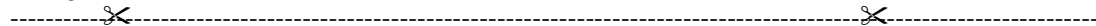
A governor job profile can be obtained from Mrs Martin in the school office. In addition, if you would like to find out more information, then please feel free to talk to me or to any of the governors in school – their names and photographs are on the board outside my office. We will all be happy to answer any questions or concerns you might have about the position.

If you wish to nominate yourself for one of the parent governor positions, please complete and return the nomination slip below. Reply slips must be returned by **Monday 28th November 2016** to be counted as formal nominations. I will then write to inform you of the number and names of nominated parents, and Parent governor elections will be held on **Friday 2nd December 2016**.

I hope that you will agree that this is an important exercise and that a full complement of parent governors is essential to the success of the governing body and the life of the School.

Yours sincerely,

Miss Charlotte Davis
Acting Headteacher



Please return to the Acting Headteacher, Alban Wood Primary School

I would like to nominate myself as a parent governor at Alban Wood Primary School and Nursery for the forthcoming parent governor elections. I confirm that I am a parent of a child currently being taught at the School.

Please complete a supporting statement for your application (no longer than 100 words please):

SIGNED: _____

DATE: _____

PRINT NAME: _____

