

Dr N S Wrench Clerk to the Governing Body

To All Parents

7 September 2009

VACANCY FOR PARENT GOVERNOR

The term of office of Mrs Baxter-Derrington as a parent governor comes to an end on 30 September. On behalf of the Governing Body I am now seeking nominations to fill this vacancy.

The role of the Governing Body is the strategic leadership of the School. It works in a close and balanced relationship with the Headmaster. The Governing Body is responsible to parents for the way in which the School is run. The Governing Body delegates day-to-day operations to the Headmaster so as to permit him to manage effectively.

The Governor to be elected will hold office for a three-year period from the 1 October 2009.

Nominations for this vacancy should be submitted on the form printed on the reverse of this letter. The form must reach me by 14.00 on Wednesday 16 September 2009. The persons nominating and the person nominated must each be a parent of a registered pupil. The nominee must sign the form indicating his/her assent to the nomination. The nominee should enclose a personal statement of not more than 200 words that will be sent to all parents in the event of an election being necessary.

Should an election be necessary ballot papers will be sent to all parents by pupil post to be returned either by pupil post, or by post, to be placed unopened in the ballot boxes provided which will remain open until 14.00 on Thursday 1 October 2009.

The person elected will be entitled to attend the meeting of the Governing Body scheduled for Wednesday 7 October 2009.

This letter has been distributed by pupil post to the persons with parental responsibilities at the pupil's registered address. If there is another person with parental responsibility at a different address will you please notify them of this notice or let me have details so that I may inform them of their right to nominate, stand or vote. Where this information has already been notified to the School the parent concerned has been sent this letter by post.

PARENT GOVERNOR ELECTION September 2009

I

_____ (print name)

being a parent of a boy at Sutton Grammar School nominate

_____ (insert name of nominee)
of

_____ (insert address of nominee)

for the position of Parent Governor on the Governing Body of Sutton Grammar School for Boys for the THREE YEAR period to 30 September 2012.

Signed: _____ Date: _____

Son's name: _____ Form: _____

I (print full name) _____

accept the nomination and enclose a 200 word personal statement for circulation.

Signed: _____ Date: _____

Son's name: _____ Form: _____

Nominee's email address: _____

(to be used to notify result in advance of general publication and for Governing Body purposes if elected)

Please return to Dr N S Wrench
Clerk to the Governing Body
Sutton Grammar School
Manor Lane SUTTON SM1 4AS

by Wednesday 16 September 2009