

**Concordia Academy**

Westland Avenue

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Essex RM11 3SD

**Headteacher** Mr R Akhtar

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**Concordia Academy Parent Governor Elections**

Dear Parent/Carer

The governing body of our school includes 1 parent governor and is currently looking for a volunteer to fill this place.

Parent governors are elected by their fellow parents and are essential to our governing body because they ensure that the other governors are kept in touch with the concerns and issues of most importance to our parents.

Governors are people who wish to make a positive contribution to the school, working in partnership with the Headteacher to promote continuous improvement in the school’s performance. A governor's duties include attending at least one governing body meeting per half term; in addition to this, most governors attend various school events throughout the year. REAch2 is committed to supporting governors in their role through training and development. The school buys in additional support from the Local Authority which offers a high quality training service for governors and includes face-to-face training courses, e-learning and a helpline.

Being a parent governor can be very enjoyable and rewarding. At this stage, nominations are requested for parents wishing to stand for election. You may nominate yourself or your partner, provided that 3 other parents sign the nomination, or you may nominate another parent of a child at the school, provided that 2 other parents sign the nomination. The election will be by secret ballot. In the event that only one nomination is received the nominee will be appointed without a ballot taking place.

Any parent or person having parental responsibility for a child at the school is eligible to make a nomination and to vote. The term of office for parent governors on our governing body is 4 years and the successful candidate does not have to resign if their child leaves the school.

If you wish to submit a nomination, please complete and return the enclosed nomination form to me by **Friday 6 October**. If the nominee wishes, a brief written statement about him or herself may also be submitted for circulation to the parents, but this is entirely optional.

If you would like some more information before deciding whether to stand for election as a parent governor, I would be happy to meet with you for an informal chat.

Yours faithfully

Raheel Akhtar

Headteacher