



Spittal Voluntary Controlled Church in Wales School

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Dear Parent /Carer

Election of Parent Forum Committee members

In order to set up our Parent Forum Committee we would like to invite parents to put themselves forward to be part of this group. We are seeking to appoint 2 parents from each year group to the Parent Forum Committee. If you are a parent/carer of a child at the school you are eligible to apply to be part of the Parent Forum Committee. The term of office of an elected member of the Parent Forum Committee is one year and, if your child leaves school during this time, your term of office will come to an end.

Further information on what is involved in being a member of the Parent Forum Committee is attached to this letter. If you would like to nominate yourself, please complete the attached form and return it to the school office by **3.30pm Friday 10th May 2019**.

We will look to hold the first meeting in the week commencing 20th May subject to below.

The count will take place at 3.30pm on Monday 13th May 2019.

If there are more applicants for a particular year group than the number of available vacancies, an election will need to be held as this is the only way to ensure a fair appointment for an opportunity that is open to all parents who wish to be involved. If this is the case, we will contact you to ask if you wish to proceed with your application to stand for the Parent Forum Committee or whether you would prefer to withdraw your application. If an election is held, the names of the parents standing for that year group will be distributed to the parents of the relevant year group with a ballot paper. In the event of a tied vote, this will be decided by a toss of a coin.

Please contact Parent Governor Samantha Bradbury if you require more information on BradburyS7@hwbmail.net

Yours sincerely

Samantha Bradbury
Parent Governors

Alison Botarelli
Consultant Challenge Adviser

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Application to become a member of the Parent Forum Committee

I would like to be apply to become a member of the Spittal VC School Parent Forum Committee

Name of applicant..... (Please Print)

Pupils name.....

Year group.....