



**DAME ALICE OWEN'S SCHOOL**  
**Dugdale Hill Lane, Potters Bar, Herts EN6 2DU**  
**THE DAME ALICE OWEN FOUNDATION – 1613**

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6 November 2017

Dear Parents and Carers

**Governing Body of Dame Alice Owen's School**  
**Vacancy for two Parent Governors**

The Governing Body of our Academy includes three elected Parent Governors, whose period of office is four years. We are delighted to share with you that two of these, Monique Choudhuri and Jackie Tyler have now been appointed to serve as a Foundation Governors.

As a result of these changes there is now a vacancy for two Parent Governors, and I am therefore seeking nominations from the parent body to fill these vacancies.

The Governing Body is keen that all interests are represented in its membership, and that we uphold our high standards of equality and diversity in our team to the benefit of the school. We therefore encourage every interested party to apply.

Only parents/carers of children registered at the School are entitled to stand or vote in the election. In most cases it will be obvious whether you are a parent. For the purpose of the election of a Parent Governor, a parent is defined as “any individual who has or has had parental responsibility for, or cares for, a child or young person under the age of 18”. It includes “a person who the child lives with or who looks after the child, irrespective of what their relationship is with the child. The person must be someone involved in the full-time care of the child on a settled basis”.

Please note that a parent who is paid to work at the school for more than 500 hours in a school year or is an elected member of the Local Authority may not stand for election.

If you have any questions about whether you are eligible to stand or vote in the election or about anything else in this letter, please contact me via phone or email as below.

Please be aware that regulations require everyone elected or appointed to a governing body to undergo a pre-appointment check which will include a criminal background check and to provide two references attesting to their suitability to work with children. This is to ensure the safety of our students. If you are elected and you subsequently decline to undergo such a check, you will disqualify yourself.

The term of office will be for four years, starting in the New Year, and the successful candidate may complete their term of office even if their child leaves the school before the four years have expired.

A nomination form is attached, should you like to stand for election. Another parent/carer of a child at the school must sign the form in support of your nomination. This form should be completed and **returned to the school by noon on Monday 20 November**. Please mark your envelope 'NOMINATION', and address it to Miss A Clarke, Assistant Clerk to the Governors, at the School.

Nominees are requested to provide a brief profile of themselves (not more than 80 words) to accompany the ballot papers in the event of an election. It is suggested that nominees indicate those areas of expertise which could be helpful to the Governing Body of the school. These details will be copied and sent to all parents with the ballot papers. Please email your 80-word biography (in Word format, not a pdf) to [ea@damealiceowens.herts.sch.uk](mailto:ea@damealiceowens.herts.sch.uk).

If there are more nominations than vacancies, an election will be organised and voting will be by secret ballot. Each parent will be sent one ballot paper regardless of how many children they have at the School, and each parent will have one vote per vacancy. Arrangements for the completion and return of the ballot papers will be shared with parents when the ballot papers are circulated. The votes cast will be counted before witnesses at the school as soon as reasonably possible after the deadline for voting, and all candidates will be invited to attend this meeting. You will be notified of the result as soon as possible after the count. If there is only one nomination per vacancy, then there will be no need to hold an election and parents will be notified accordingly.

If you require further information about the role of Parent Governor or if you have any questions about whether you are eligible to stand or vote in the election, please contact me on 01707 622 841 ([ea@damealiceowens.herts.sch.uk](mailto:ea@damealiceowens.herts.sch.uk)).

Yours sincerely

**Amy Clarke, Assistant Clerk to the Governors**  
**on behalf of Colonel Michael O'Dwyer, Clerk to the Governors**