

**Roby Park Primary School**

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**Headteacher: Mrs K Allen**

Date: 8th November 2023

**Parent Governor Ballot**

Dear Parents/Carers

I wrote to you on 20th October to invite nominations for the vacancy for a parent governor.

I am delighted to say that there has been a really good response and there are fourcandidates for the vacancy*.* This means we must now hold a ballot.

I enclose a ballot paper together with supporting statements received. You can vote for **one** of the candidates. As indicated on the ballot paper you should vote by marking an **X** alongside the name of the candidate you support. **Please do not make any other mark on the paper.**

Also enclosed are two envelopes. Once you have completed the ballot paper you should place it in an **unmarked** envelope, seal it and then put this unmarked envelope into the **second** envelope, seal this envelope and put **your full name clearly on the front**. The closing date for the return of ballot papers is Tuesday, 14th November at 3.00 p.m.

When the envelopes are received, we check the outer envelopes to make sure that they are from parents who are entitled to vote. They are then opened and the inner envelopes are placed **unopened** in the ballot box. This ensures that when we later open the inner envelopes to count the votes there is no way of telling who voted for whom.

Yours faithfully

Kirstie Carroll

Clerk to the Governing Body