St Edward's Catholic Primary School

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Email: office@st-edwards-sheerness.kcsp.org.uk

Headteacher: **Mr S Atkinson**

28th September 2026

Dear Parent,

Election of Parent Committee Member/s

I am writing to invite you to consider standing for election as a Parent Committee Member for St Edward's Catholic Primary School.

St Edward's Catholic Primary School has a Governance Committee, which includes a few categories of Governors including Parent Committee Members. Parent Committee Members are elected to serve for a period of four years, though they may resign at any time.

No special qualifications are needed, the most important thing is to have a keen interest in the school and be prepared to play an active part in the Governance Committee work. To support Committee Members in their work, induction is provided at no cost to the individual.

The Governance Committee normally meets six times per year. The candidate elected will be the candidate with the highest number of votes, if there is a contested election.

If you would like to stand for election, please complete this Parent Committee Member Application Form online and return it to me within 10 school days, i.e., by 13th October 2026.

As part of their application each person standing for election is invited to provide a short personal statement (a maximum and strictly no more than 250 words). The statement could include biographical information, your reasons for wanting to be a Parent Committee Member, your skills and the contribution you believe you could make to the Governance Committee.

If the number of nominations received is equal or less than the number of vacancies, the nominee(s) will automatically be successful as Parent Committee nominee/s subject to appointment by the Trust. If there are more nominations than vacancies, a ballot (vote) will be held, and copies of the applicants' personal statements will be sent to all parents; 10 school days will be allowed for the return of ballot papers.

Each eligible parent will have one vote for each vacancy, regardless of the number of children in the school. The ballot paper and two envelopes will be distributed to each eligible parent. Ballot papers should be returned in the inner, unmarked envelope, which should in turn, be placed in the outer envelope; the outer envelope should be clearly marked with:

- 'Parent Committee Member Election'
- the name of the voter
- the voter's signature across the seal

I do hope you will consider standing as a Parent Committee Member.
Information about the role of a Parent committee member can be found HERE. If you have any further questions, please contact a member of our Governance Committee, the Company Secretary at the Trust (governance@kcsp.org.uk) or myself.

Yours sincerely,

P. Barham

Mr P Barham

Returning Officer – Clerk to the Governance Committee