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|  | Team | Democratic Services |
| Contact | Lindsay Stephens |
| To: All Derby City Parent Governors of  • LA Maintained schools  • Community Schools  • Foundation Schools  • Voluntary Schools  • Special Schools  • Nursery Schools Name | Our ref | AH/ls |
| Email | [lindsay.stephens@derby.gov.uk](mailto:lindsay.stephens@derby.gov.uk) |
| Tel | 01332 643557 |
| Deaf people can text | 07774 333 412 |
| Date | 2 October 2023 |

Dear Parent Governor

**ELECTION OF PARENT GOVERNOR REPRESENTATIVES 2023**

The Schools Standards and Framework Act 1998 requires the election of parent governor representatives to the Overview and Scrutiny Board dealing with education. These representatives should be elected by parent governors in the city.

The term of office of Parent Governor Representatives on the Children, Young People & Skills Scrutiny Review Scrutiny Review Board finished in 2022. Nominations are invited for two to five parent governor representatives to sit on the Board for a four-year period. Information about the election is attached and includes:

* Details of qualifications needed to stand as parent governor representatives –

**candidates should be a parent governor -** *person who is elected as a member of the Governing Board of the school, by parents of registered pupils at the school and who is a parent at the time of their election.*

* Description of the role of parent governor representatives
* Election timetable
* Outline of appointment process/making nominations/election addresses
* Nomination form (deadline for nomination 06/11/2023).

The Director of Corporate Governance, Procurement & Property Services has been appointed to act as the Returning Officer for the election and all correspondence should be marked accordingly.

If you would like to stand as a parent governor representative on the Board, please complete the enclosed nomination form; you can self-nominate. If you have any questions about being a parent governor representative, please contact [committee@derby.gov.uk](mailto:committee@derby.gov.uk)

Yours sincerely

**Lindsay Stephens**

Lindsay Stephens

Democratic Services Officer