



HEADLANDS SCHOOL  
SINCE 1965

Headlands School,  
Sewerby Road, Bridlington,  
East Yorkshire, YO16 6UR  
**Tel:** 01262 676198  
**email:** admin@headlandsschool.co.uk  
**website:** www.headlandsschool.co.uk  
**Headteacher:** Mrs Sarah Bone

20 January 2021

Dear Parent / Carer

I am writing to you today to seek nominations from parents/carers who would like to actively serve on Headlands Schools Governing Body.

Despite the challenging circumstances we all continue to live and work in, Headlands School remains determined to ensure our students receive the best possible educational experiences. We welcome nominations from applications who will positively help to shape and influence the strategic direction of our vibrant school community.

At the present time we have three Governing Body vacancies.

It is important to note there are circumstances which disqualify parents/carers from standing for the Governing Body, but not from proposing, or voting for candidates. In brief these are if you are an elected member of the Local Authority or you are paid to work at the school for more than 500 hours in any 12 consecutive months.

For the purpose of proposing candidates, a Nomination Slip is attached to this letter. This needs to be completed and returned to the Clerk to the Governing Body by Friday 5 February 2021.

Those parents nominated and seconded and who have indicated their willingness to stand for election by signing the Nomination Slip, need to submit brief biographical details, (maximum of between 70 and 100 words), for circulation with ballot papers.

On the closing date for the receipt of nominations, if the number of candidates is the same as, or fewer than, the number of vacancies, then all candidates will be duly elected unopposed.

If there are more candidates than vacancies, an election by secret ballot will be held. Ballot papers will be sent to parents eligible to vote for completion and returned to Headlands School within seven days of their despatch. The completed ballot papers should be returned via email to the Clerk to the Governing Body, Mrs H Keyworth at [helen.keyworth@headlandsschool.co.uk](mailto:helen.keyworth@headlandsschool.co.uk)

The date and time for the count will be at 12.00 noon on Tuesday 23 February 2021. Candidates would be invited to attend the online meeting for the opening of the ballot box and subsequent count, the Google Meet invite will be sent out to all candidates who have submitted their ballot paper. An independent scrutineer (parent of a child at the school not seeking election) will be present during the count. The parent polling the highest number of votes will be declared duly elected to the Governing Body.

The result of the election, or if any election was not necessary, the name of the nominee will be circulated to all parents as soon as possible after the count. The result will also be displayed in the main entrance of the school premises for seven days.

**:PRIDE :ASPIRE :RESPECT**



BULLYING INTERVENTION GROUP



Riding Forward  
Teaching School Alliance



SPORTS LEADERS ACADEMY HEADLANDS SCHOOL



The Schools Network  
**ParentalEngagement**  
QualityStandard

The Quality in Careers Standard >>>>

Please contact me should you wish to discuss this further.

Yours sincerely

A handwritten signature in black ink that reads "S Bone". The signature is written in a cursive style with a large, looped initial 'S'.

Sarah Bone  
Headteacher

**HEADLANDS SCHOOL**

**NOMINATION FORM FOR THE ELECTION OF PARENT GOVERNORS**

<b>Name and address of Parent Nominated for election</b>	<b>Name and address of Proposer</b>	<b>Name and address of Secunder</b>
Signed .....	Signed.....	Signed .....
(Signature of person nominate)	(Signature of Proposer)	(Signature of Secunder)

Parents wishing to make nominations should arrange to have this form completed and returned to the Headteacher by 2.45 p.m. on Friday 5 February 2021 accompanied by brief biographical details (maximum 70 to 100 words) of the nominee.

**BIOGRAPHICAL DETAILS:-**