



22 October 2021

Dear Parent or Carer

Election of ONE Parent Governor at Westfield Academy

I am writing to advise you that there were more nominations than vacancies for the recently advertised post of Parent Governor. Therefore a ballot will take place, electronically using a Google Form. Please click [here](#) for the ballot paper. If you are unable to vote electronically please contact the returning officer, Mrs Lisa Jeffreys, to request a paper ballot form via our contact details below.

Each parent or carer has one vote each and must submit the ballot paper separately under their own name.

How to vote:

Please select the candidate of your choice and click submit.

- There is a vacancy for ONE parent governor.
- You may not vote more than once per candidate however you have 1 vote therefore you may vote for 1 candidate.
- Only parents/carers of registered students at the school are eligible to vote.
- No parent/carer is entitled to complete more than one ballot paper (irrespective of the number of children at the school).
- The deadline for voting is no later than **12:00pm on Friday 5 November 2021**.

The ballot will be conducted as a secret ballot and the voting preferences of parents will be secret. Parents are asked to provide their name and a contact email address as a means of verifying their eligibility to vote but these details will be accessible to the Returning Officer only. This information will be treated in absolute confidence. As votes are returned they will be checked against the students on the school register to ensure that each parent only completes one ballot paper. This will be done by the Returning Officer as described above in strictest confidence. In the unlikely event of there being an attempt to use a parent's identity to cast a duplicate vote, all votes from that individual will be discounted.

The results of the ballot will be published on the school website by 4:00pm on Friday 5 November 2021.

Yours faithfully

Mrs L Jeffreys
Returning Officer