NAME OF SCHOOL Governance Professional Email: xxxxxx

Dear Governor

**election of CHAIR OF GOVERNORS & VICE CHAIR OF GOVERNORS**

I invite eligible governors (ie all Governors other than those on the staff of the School) to notify me if they wish to stand for election as Chair and/or Vice Chair of the Governing Body of XXXX School.

If you would like to stand or wish to nominate a fellow governor, please let me know no later than XX XXX 2021. You can either complete the enclosed form and return it to me by email or simply send me an email message. The names of those who indicate a willingness to stand will be announced at the meeting. If there is more than one name, the election will be determined by secret ballot – this being a virtual meeting, if there is the need for a ballot, I will ask you to each to send me an email whilst at the meeting and I will count the votes from your responses.

Yours faithfully

XX XXX

Governance Professional / Clerk

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TO: ALL GOVERNORS OF xxxxxx SCHOOL

**Election of Chair and Vice Chair**

Date:

I confirm that I **……………………..**would like to stand for election to the office of **Chair**\* / **Vice Chair\*** of the Governing Body of xxxx School and would be willing to serve in that capacity if elected.

I wish to nominate **……………………………………….** for election to the office of **Chair\* / Vice Chair\*** of the Governing Body of xxxx School

\* please delete as appropriate

Signed:

This form should be returned no later than xx xxx 2021 by email to xxxxxxxxx@xxxx