

## **Parent Trustee Election Process**

01.07.25

Dear Parent/Carer,

I wrote to you on 9 June to invite nominations for a parent trustee. I am delighted to say that there are four candidates for the vacancy. This means we must now hold a ballot.

Instructions on how to vote are set out below. Please ensure that your vote is returned to the School by 3:10pm on 14.07.25. If you are posting your vote, please allow time for it to be delivered. *Votes received after 3:10PM on 14.07.25 will not be counted.*

You may vote for one of the candidates. Each parent or person with parental responsibility for a Birchwood student can each submit one ballot paper. If you have more than one child at Birchwood, you still may only submit one vote.

**You may vote online by completing this form:** <https://forms.office.com/e/1e0cRkYXmv>

**A personal statement from each of the Candidates is included on the form.**

If you prefer you may return a paper ballot by post or by hand. If you would like a paper ballot, please contact Reception at [admin@birchwoodhigh.org.uk](mailto:admin@birchwoodhigh.org.uk) or 01279 655936 as soon as possible.

The online form asks for your name and your eldest Birchwood pupil's name and year group. We are asking for this information so that we can confirm your eligibility to vote, the information will not be viewed with your vote and will not be linked to your vote once eligibility has been confirmed. All information will be held in strictest confidence.

In the unlikely event that anyone casts more than one vote, all of that person's votes will be discarded.

The election will be decided by a simple majority of votes cast. In the event of a tie, lots will be drawn.

When the election has been completed, I will let you know the outcome. If you have any queries in the meantime, please let me know.

Yours faithfully,

Gill Turner

*Chair of Trustees*