



Ralph Butterfield Primary School

Station Road, Haxby, York, YO32 3LS

Telephone: 01904 768325

www.ralphbutterfieldprimary.co.uk

Headteacher: Mrs E Clark BA (Hons) QTS

Thursday 7th November 2024

Election of Parent Governor

Dear Parent/Carer

Further to the recent letter about the vacancy of a Parent Governor, I am writing to tell you that I have received 2 nominations, all duly proposed and seconded. It is therefore necessary to hold an election by ballot. Below, you will find information shared by both candidates as required when nominated. Please read this before voting.

For the first time, we will be conducting the ballot online; please see the link below to a Google Form ballot. The ballot is open from today until 9am on Friday 22nd November 2024. Full instructions are within the form. You will be asked to supply the e-mail address that you have previously provided to the school (e.g used for ParentPay), so that we are able to check that votes are received from eligible parents/carers only. Eligibility to vote will be checked for all votes received.

[Parent Governor Election Ballot](#)

Should you be unable to access the online ballot, please ask for a voting paper to be issued to you, by the school office. In order to collect any paper votes, a ballot box will be available by the school office from 08.30am to 4.00pm, from Thursday 7th November 2024 to Friday 22nd November 2024, closing at 9am. Full instructions will be provided alongside the voting paper.

If you wish to return your completed voting paper by post, please advise the school office, who will provide you with instructions on how to return the ballot paper. Envelopes returned by post, must be delivered at the school by Friday 22nd November 2024, at 9am or it will not be possible to count the votes they contain.

For this election, there is one Parent Governor seat to be filled. Each parent/carers therefore has one vote (irrespective of the number of children they have at school). Parents/carers are therefore only able to vote by either the ballot online, or by paper vote, not both.

Votes will be counted by a member of the school governing body, on behalf of the Returning Officer, in the presence of an additional witness and, should they wish, the candidates. Candidates may attend the count via a Zoom link or may nominate a friend to attend the count in their place.

Votes will be counted within school, at 4.15pm, on Monday 25th November 2024.

The result of the poll will be displayed in school for 21 days following the count. A paper detailing the procedures adopted at present for the election of Parent Governors is available for inspection from the school office.

Kind regards

Mrs Helen Stephenson
Acting Headteacher



Election of Parent Governors

Candidate Information

Candidate 1

Name - Nicola Lyons

Age of Children - 10 & 7

Experience and/or interests relevant to serving as a Parent Governor

I am an experienced HR professional and would love to use my skills and knowledge to help and benefit the school.

Candidate 2

Name - Hugh Richards

Age of Children - 5 (and 2! – Joining the school in 2026)

Experience and/or interests relevant to serving as a Governor

I'm standing for Parent Governor as I can bring to the role a combination of my perspective as a parent and educational expertise. With my eldest daughter starting in Reception, I would like to support and challenge the school to further improve its provision for all children over the coming years.

My experience includes:

- 15th year of teaching and 10th year as Head of Department at Huntington School.
- 2 years as governor at Wetherby High School.
- 3 years as governor at Lakeside Primary School, including time as Vice Chair.