**Sample notice for filling a casual vacancy by selection**

(*Name of school*)

Board of Trustees

Casual Vacancy for an elected trustee

A casual vacancy has occurred on the board of trustees for an elected parent representative.

The board has resolved under section 105 of the Education Act 1989 to fill the vacancy by selection.

If ten percent or more of eligible voters on the school roll ask the board, within 28 days of this notice being published, to hold a by-election to fill the vacancy, then a by-election will be held.

Any eligible voter who wishes to ask the board to hold a by-election should write to:

*Chairperson*

*Board of Trustees*

*School*

*Address*

by: (*relevant date*)