



Busbridge CE (Aided) Junior School
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Headteacher
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To the Parents/Carers of pupils attending Busbridge CE (Aided) Junior School

14th October 2016

Dear Parent/Carer

RE: THE GOVERNING BODY OF BUSBRIDGE CE (AIDED) JUNIOR SCHOOL

We are seeking nominations for parents to stand for election as a parent governor of Busbridge CE (Aided) Junior School. Parent governors are elected as directed by Schedule 1, Regulation 6 of The School Governance (Constitution) (England) Regulations 2012. Nominations for parent governor vacancies are made by parents/carers of pupils registered at the school. Should there be more nominations than vacancies a secret ballot will be held. Parents/carers of registered pupils attending the school may offer themselves for election. Parent governors can serve for a term of up to four years irrespective of how long their child remains as a registered pupil of the school. Parents are invited to submit nominations to the headteacher using the enclosed nomination forms. Each person must be proposed and seconded by parents of registered pupils presently attending the school and the nominee must also be a parent and signify his or her willingness to stand for appointment or election.

The governing body has a vital role to play and relies on a team approach with each individual contributing a range of skills and experience. We are particularly keen to elect a parent governor with a willingness to undertake training to develop skills. Please note - a person is disqualified from election or appointment as a parent governor of a school if they are an elected member of the LA or if they work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in a school year (at the time of election or appointment).

The nomination form must be returned on Friday 4th November 2016 by 12.00 noon. No nomination will be accepted after that date and time. Those nominated to stand for election may enclose with their nomination forms a short personal statement about themselves, of not more than 100 words. Statements will be circulated to parents should a ballot prove necessary. If the number of nominations received is less than the number of vacancies, all those nominated will be appointed without a ballot. If the number of candidates exceeds the number of vacancies a secret ballot will be held and candidates may request an opportunity to address a meeting of parents if they wish.

The timetable for the election of Parent Governor(s) is set out below:

- Friday 14th October - Parents' letter with nomination forms sent home via pupil post.
- Friday 4th November by 12.00 noon - Last day/time for returning nominations.
- Friday 11th November - Ballot paper sent to parents (and notification of date of the candidates' meeting if appropriate).
- Friday 18th November - Date of count of ballot papers.

Nominations must be submitted to Carolyn Holmes, Headteacher by 12 noon on Friday 4th November.

Yours sincerely

Headteacher/Returning Officer

