



Brough Primary School
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Web: www.broughprimaryschool.co.uk

6th October 2023.

Dear Parent/Carer,

PARENT GOVERNOR

We have one vacancy for a parent governor at Brough Primary School. Therefore, I am writing to seek nominations from a parent willing to serve on the school governing body.

A 'parent' for the purpose of election is a person with 'Parental Responsibility' as defined by the Childrens Act 1989 and includes married parents, mothers of non-marital children and divorced or separated parents. It may also include unmarried fathers who may acquire parental responsibility by agreement with the mother or by means of a court order. Guardians, non-parents in respect of whom a residence order is made and local authorities in respect of whom a care order is made may also acquire parental responsibility. A parent governor must have a child in the school at the beginning of the school year in September, 2023.

There are circumstances which disqualify parents from standing for election to the Governing Body, but not from proposing or voting for candidates. In brief these are where a person has been adjudged bankrupt or has been convicted of a criminal offence during the last 3 years for which a prison sentence (suspended or not) for a period of not less than three months, without the option of a fine, was imposed.

For the purpose of proposing candidates a nomination slip is attached to this letter which should be completed and returned to me by those parents wishing to make nominations. Those parents nominated and seconded and who had indicated their willingness to stand for election by signing the nomination slip may submit brief biographical details (maximum of between 70 and 100 words) for circulation with ballot papers

p.t.o;



On the closing date for the receipt of nominations (**Friday, 13th October 2023**), if the number of candidates is the same as, or fewer than, the number of vacancies, then all candidates will be duly elected unopposed. If, however, there are more candidates than vacancies an election by secret ballot will be held.

Ballot papers will be sent to parents eligible to vote for completion and return to me within seven days of their despatch. The completed ballot papers should be returned via your child, mail, or in person, in a sealed envelope and will be placed, unopened in a ballot box positioned within the main reception area of the school.

Each parent has two ballot papers irrespective of the number of children at school, one for each vacancy.

The date and time for the count will be

Monday, 23rd October 2023 at 3.30 p.m.

and candidates are invited to attend the opening of the ballot box and subsequent count. An independent scrutineer who will be a parent of a child at the school not seeking election will be present during the count.

The parent polling the highest number of votes will be declared duly elected to the governing body.

The result of the election, (or if any election was not necessary), the name of the nominee will be circulated to all parents as soon as possible after the count. The result will also be displayed in the main entrance of the school premises for seven days.

I look forward to receiving your nominations.

Yours sincerely,

Mrs. H. Shepherdson

Headteacher



**BROUGH PRIMARY SCHOOL
NOMINATION FORM FOR THE ELECTION OF
PARENT GOVERNORS**

NAME & ADDRESS OF PARENT NOMINATED FOR ELECTION	NAME & ADDRESS OF PROPOSER	NAME & ADDRESS OF SECONDER
.....
.....
.....
.....
.....
.....
.....
Signed..... (signature of nominated)	Signed (signature of proposer)	Signed..... (signature of seconder)

PLEASE RETURN TO THE SCHOOL
By Friday, 13th October 2023, 12.00 p.m.

Parents wishing to make nominations should arrange to have this form completed and returned to the Headteacher within seven days accompanied by brief biographical details (maximum 70 to 100 words) of the nominee.

