



Leppington, Birch Hill, Bracknell, RG12 7WW  
Headteacher: Michael Dillon B Ed (Hons) MA

Friday, 02 October 2020

Dear Parents/Carers,

### **Formal Notice of Election of Parent Governors**

I am writing to let you know that there are two vacancies for parent governors on the Governing Body of Birch Hill Primary School, and to invite parents who wish to stand for election as a parent governor to put their names forward. A person is disqualified from election or appointment as a parent governor if they are an elected member of the local authority (a Councillor) or if they work at the school for more than 500 hours in a consecutive period of 12 months (at the time of their appointment).

If you are eligible, and wish to stand for election as a parent governor, you should complete a nomination form, and have your nomination supported by another parent or carer of a child also attending the school. Please return it to the school marked for the attention of the Returning Officer by the closing date and time or email to [governors@birchhillprimaryschool.co.uk](mailto:governors@birchhillprimaryschool.co.uk)

If there are only one or two nominations, then you will be appointed. If there are more than two nominations we will need to hold a ballot, and we will ask you to create a personal election statement for circulation to voters. Every parent / carer at the school is entitled to vote in the ballot and will be issued with a ballot paper.

Nominations forms must be received by 9:00am Monday 12<sup>th</sup> October 2020. No nomination will be accepted after that date and time.

If it is necessary to hold a ballot, we the returning officer will set out a timetable for issuing ballot papers and counting votes.

Prospective nominees are advised that they may be subject to a check by the Disclosure and Barring Service. Full details of eligibility and disqualification criteria are contained in the guidance for elections and are attached / *can be viewed at the school*.

Yours sincerely,

#### **Returning Officer**

*Jane Hodgson*

*Clerk to the Governors*

[governors@birchhillprimaryschool.co.uk](mailto:governors@birchhillprimaryschool.co.uk)

*Birch Hill Primary School, Leppington*

*RG12 7WW*