



Friday 14<sup>th</sup> October 2022

Dear Parent or Carer,

### **Notice of Election of Parent Governor**

I am writing to let you know that there is a vacancy for a parent governor 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).

We know that parents are interested in the education of their children and share the school's commitment to ensuring the best possible education and opportunities for our pupils. One of the most significant ways to build on this is to volunteer to be a parent governor. Parent governors play an important role in ensuring that the parent viewpoint is represented in decision making.

The skills you have could be especially useful to our Governing Body so please apply. If you are interested and would like some more information before applying, then please contact the school for more information.

The main role of the Governing Body is to provide the strategic direction for the school, to hold the headteacher to account and to ensure that the school budget is well spent.

Further information on what being a governor would involve in terms of your time and commitment to meetings is attached as our meeting dates for 2022/2023. Currently the governing board meet monthly (with occasional special meetings) and each member has their own area of responsibility relating to a school area. There is an expectation that governors will attend training provided free of charge by the local authority.

If you are eligible and wish to stand for election as a parent governor, you should complete a nomination form, have your nomination supported by another parent or carer of a child also attending the school, and insert a personal election statement for circulation to voters as set out on the nomination form. Please return it to the school marked for the attention of the Returning Officer by the closing date and time.

Nominations forms must be received by Friday 21<sup>st</sup> October at 12pm. No nomination will be accepted after that date and time.

If the number of nominations received does not exceed the number of vacancies, all those nominated will be appointed without a ballot. If there are more nominations than vacancies, a secret ballot will be held. Each parent / carer will be issued with a voting paper.

The following timetable will apply if it is necessary to hold a ballot:

- Last day for returning nominations Friday 21<sup>st</sup> October 2022 at 12pm
- Ballot paper dispatched to parents Friday 4<sup>th</sup> November 2022
- Deadline for voting and date of count of ballot papers: Friday 11<sup>th</sup> November 2022

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 available on request from the Clerk to the Governing Board ([governors@birchhillprimaryschool.co.uk](mailto:governors@birchhillprimaryschool.co.uk)).

Yours sincerely

**Returning Officer**

**Stephen Weeks**  
**Chair of the Governing Board**

## Nomination form for the Election of Parent Governor(s)

### Birch Hill Primary School

1 Mr / Mrs / Miss / Ms/ other ..... (Full name)

Of (full address) .....

.....

.....

Parent/carer of .....

I wish to stand for election as a Parent Governor of ..... school.  
The following parent/carer of a child/children attending the school supports my nomination:

	Name and Signature	Parent /carer of
Supported by	.....	.....
	.....	.....
	.....	.....

I am prepared to undertake training to acquire or develop the skills to be an effective governor.

Signed ..... Dated .....

Please complete the election statement on the next page.

Please return the completed nomination form to the Returning Officer no later than Friday 21st October at 12pm to the School Office.

Either by email to [governors@birchhillprimaryschool.co.uk](mailto:governors@birchhillprimaryschool.co.uk) or post to Birch Hill Primary School, Leppington, Bracknell, RG12 7WW, marked for the attention of the Returning Officer, Parent Governor Elections.

## **Election Statement**

The government requires that candidates are given the opportunity to set out why they think they are suitable to be a governor. Please use the following headings.

- General information about you.
- Evidence of the extent to which you possess the skills that the Governing Body has stated they need.
- *If seeking re-election*, details of the contribution you have made to the work of the Governing Body during your term of office.
- How you would contribute to the future work of the Governing Body.  
(This could include which committees you would want to sit on or any specific role you would want to take)

**Please return to the Returning Officer no later than *Friday 21<sup>st</sup> October 2022 at 12pm.***

## **Election Statement**



**Birch Hill Primary School – Governing Board  
Meeting Dates 2022/2023**

**Autumn Term**

12<sup>th</sup> September 2022 @ 6.30pm

10<sup>th</sup> October 2022 @ 6.30pm

7<sup>th</sup> November 2022 @ 6.30pm (special topic meeting)

14<sup>th</sup> November 2022 @ 6.30pm

28<sup>th</sup> November 2022 @ 6.30pm

12<sup>th</sup> December 2022 @ 6.30pm

**Spring Term**

9<sup>th</sup> January 2023 @ 6.30pm

6<sup>th</sup> February 2023 @ 6.30pm

6<sup>th</sup> March 2023 @ 6.30pm

27<sup>th</sup> March 2023 @ 6.30pm

**Summer Term**

24<sup>th</sup> April 2023 @ 6.30pm

15<sup>th</sup> May 2023 @ 6.30pm

19<sup>th</sup> June 2023 @ 6.30pm

17<sup>th</sup> July 2023 @ 6.30pm