



Bure Valley School

Care, Creativity and Challenge

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Letter to Parents and Carers

22nd November 2013

Dear Parent or Guardian

Forthcoming Election of Parent Governors.

Email: head@burevalley.norfolk.sch.uk

I am writing to inform you that two vacancies exist on our governing body for parent governors and we are seeking nominations of parents interested in taking up this role. Our governors play a significant role in the school, setting the direction for the school and supporting school improvement generally. Parent governors are, of course, crucial to the team.

Nomination papers for this purpose can be obtained at the school from the headteacher. The completed nomination papers must be returned to the school by Monday 2nd December. New governors will be the subject of a vetting procedure before confirmation of their appointment.

Parent governors are elected by the parents or guardians of children attending the school. All parents or guardians of children attending the school are entitled to propose or second candidates and vote. If the number of nominations received are equal to, or less than, the number of vacancies there is no need to hold a ballot. Otherwise, a ballot will take place in December.

Thank you for your interest and involvement in this important process. If you have any queries regarding this election, please contact the school.

Yours sincerely,

Tony Gentry
Chair of Governors

John Starling
Headteacher



every **child** matters
a brighter future for Norfolk's young people



NOTES FOR PARENTS TAKING PART IN PARENT GOVERNOR ELECTIONS

There will be no need to hold an election (i.e. no ballot will be needed) if the number of nominations received are equal to, or less than, the number of vacancies.

The composition of the governing body detailing the number of parent governors is set out in the Instrument of Government of the school.

Elected governors will be the subject of a vetting procedure before confirmation of their appointment.

After reconstitution a parent governor will have a term of office of four years unless the Instrument of Government states otherwise. If the Governing Body has not reconstituted under the School Governance (Constitution) (England) Regulations 2003 a Parent Governor can serve until the Governing Body reconstitutes.

Under the 2003 School Governance Regulations, a person is disqualified from election or appointment as a parent governor of a school if they are an elected member of the LEA (a County Councillor) 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).

Any governor may resign at any time during their period of office.

A parent governor does not have to resign when his/her child leaves the school, but is able to complete his/her term of office.

Parents standing as candidates in the election may not propose or second themselves.

Each parent/guardian shall be entitled to return one ballot paper irrespective of the number of children in the family attending the school.

Each parent/guardian shall be entitled to vote for as many candidates as there are vacancies in the election. No arrangement shall be made for proxy voting.

Each ballot paper must be returned by the date and time fixed by the headteacher, in a sealed envelope, addressed to the headteacher of the school, indicating it contains a ballot paper and bearing no other mark. Any ballot papers received that are not in sealed envelopes will be invalid. The ballot papers will remain unopened in a secure place until the count commences.

All candidates or their representatives will be invited to attend the counting of the ballot papers.

A notice of the result of the election will be posted on the school notice board for a period of 14 days from the "date of the election". During this period any candidate, proposer or seconder of a candidate, or any ten parents may object to the result of the election.