## **Biographical Details**

Candidates are asked to give some information about themselves, which will help parents to decide whether to vote for them or not. (Maximum of 60 words)

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### **Balshaw's Church of England High School**

#### **Parent Governor Election**

### Notice of Election

Thursday 19th October 2023

Dear Parent,

There are places for 2 parent governors on the governing body of this school. They are elected by the parents of pupils at this school to serve a 4 year term of office. There are now vacancies for 2 parent governors. You may, if you wish, put yourself forward for election, using the attached nomination form. If you require additional nomination forms, download from the school website. Please read the information given with this form.

The timetable for the election is:-

- 1. Nomination form to be returned to me by 12.00 noon on Monday 30<sup>th</sup> October.
- 2. Ballots to be sent to all parents by Friday 3<sup>rd</sup> November. (Voting will only take place if there are more nominations than vacancies.)
- 3. Ballots papers to be returned to me by 12.00 noon on Monday 13<sup>th</sup> November.
- The votes will be counted at 4pm on Monday 13<sup>th</sup> November after which the result will be announced.

Governors have an important and influential role to play in the life of our school, and I do hope you will be able to take part in this election by becoming a candidate and by casting your vote when the time comes.

If you require any further information about being elected to the governing body, please do not hesitate to contact me.

Yours sincerely

Headteacher

**Returning Officer for Governor Election** 

Name (Capitals)

# Information

## A. Eligibility

- 1. All parents of pupils at the school and, in the case of maintained nursery schools, parents of children for whom educational or other provision is made on the premises of the school can be nominated as a candidate for a parent governor election except for:
  - (a) Elected Members of the Local Authority
  - (b) Anyone paid to work at the school for more than 500 hours in any consecutive 12 month period.

#### B. Nomination

- 1. Any parent who wants to be nominated has to be proposed and seconded by two other parents of pupils (children) at the school using the nomination form on the page opposite. It should be completed and sent to the Returning Officer by 12.00 noon on Monday 3<sup>rd</sup> November 2023. Please note there can be no extension beyond this time and date.
- 2. Candidates should complete the reverse of the nomination form with biographical details. This information will be sent with the voting papers to all parents to help them decide how to use their votes.

#### C. Parent Governors

(See also information sheet on parent governors)

- 1. The governing body of the school has several categories of governor, and "parent governor" is one of these categories. All governors carry equal status.
- Responsibility rests in the governing body as a whole. Individual governors only have responsibility collectively in the governing body. To be a governor does not give personal authority.
- 3. The term of office for a parent governor is 4 years, and a parent governor does not have to resign if his/her child ceases to be a pupil at the school before that period of time ends, though s/he may do so if s/he wishes.

# D. Disqualification

 Regulations disqualify certain individuals from becoming a governor. The attached appendix lists the disqualification criteria. Prospective governors should read it carefully before proceeding with their nomination.

## **Nomination Form**

Before completing this form, please read the notes on the opposite page.

	NAME Mr/Mrs/Miss/Ms	ADDRESS	SIGNATURE
Nominee	(Capitals)		
Proposer	(Capitals)		
Seconder	(Capitals)		

Declaration of Nominee: I am willing to accept nomination and confirm that I am not disqualified from becoming a governor. Should I be elected I agree that if I subsequently become disqualified I will notify the Clerk to Governors in writing.

Should I be elected I understand that information on my governorship will be made available to the County Council for its use in providing support to school governors\*.

\* In this respect the Data Controller is Lancashire County Council and the nominated officer for data protection is the Data Protection Officer.

Signed:

Date: 19<sup>th</sup> October 2023

This form must be returned to the Headteacher/Returning Officer by 12.00 noon on Monday 3<sup>rd</sup> November 2023. Late nominations will not be accepted.

**CUT/TEAR HERE**