

# THE BURTON BOROUGH SCHOOL

## A Specialist Arts College



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DMH/JMc

6<sup>th</sup> October, 2009

**TO:** All Parents of Children Registered At The Burton Borough School

Dear Parent

### **NOTICE ABOUT PARENT GOVERNOR ELECTION / REQUEST FOR NOMINATIONS**

The Constitution of the School's Governing Body allows for the appointment of seven parent governors. Appointments are made by election. The number of vacancies to be filled on this occasion is one.

I should be grateful to receive nominations for the vacancy on the slip provided - GOV/P.2 - and in accordance with the following notes: -

**N.B. The Borough of Telford & Wrekin is committed to Equal Opportunities and will, for the purpose of this election, positively welcome nominations from all sections of the community irrespective of race, colour, gender, sexuality or disability. All persons wishing to be considered as school governors must be committed to the Council's Equal Opportunities Policies.**

1. Only parents who now have and will have children registered at the school on 1<sup>st</sup> September, 2009 are eligible to stand for election or make a nomination. The eligibility rules, which must be read carefully, are shown below.
2. Candidates may nominate themselves.
3. Candidates are encouraged to submit a brief personal statement (\*not more than 100 words) giving such information and views as they wish, except that they may not indicate that they are endorsed or supported by any particular group.

**(\*Please note that statements exceeding 100 words (even by one) will be referred back to the candidate concerned for revision)**



4. Each parent may submit a nomination for each of the vacancies to be filled. Nominations and statements must be returned to me by 1 p.m on Wednesday 14<sup>th</sup> October 2009 at the latest.

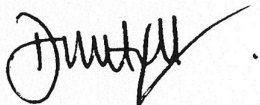
**Any nominations received after this date cannot be included in the election.**

5. There is a requirement for pre-appointment checks to prevent unsuitable people from working with children and young persons. School governors are also covered by this requirement. Elected candidates will not only have to agree to submit to these checks but also satisfactorily complete them before their appointment as a governor can be confirmed. These checks will take place after the election of the successful candidate(s). The checks will include an identity check, the submission of a signed declaration that the elected candidate is not disqualified from being appointed as a school governor, and a check against the list (List 99) of teachers and workers with children or young persons whose employment is prohibited or restricted. In addition any new, re-appointed or serving governor whose activities or actions give "cause for concern" will be required to apply to the Criminal Records Bureau (CRB) for a 'Disclosure' of any criminal record.
6. The distribution of ballot papers detailing the candidates involved and other arrangements relating to voting will be on Friday 16<sup>th</sup> October at the latest. Voting will take place beginning Friday 16<sup>th</sup> October. Completed ballot papers must be returned by the end of school on Friday 23<sup>rd</sup> October at the very latest.

**Ballot papers received after this time cannot be accepted.**

The term of office of a parent governor is (*\*see below*) from the date of formal appointment. A parent governor is not disqualified if his or her child leaves the school before the end of their term of office.

Yours sincerely



D M Hill  
Headteacher

## ELIGIBILITY: -

### ◆ **Parent Governors**

- \*Only a person who is a parent of a registered pupil at the school (including any nursery class) who will still be a registered pupil at the  
∅ time of the election may make a nomination or stand for election. 'Parent' includes anyone who is not a parent but who has parental responsibility for, or who has the care of, a pupil at the school.

*(\* For maintained **nursery schools** only, this includes, in addition to parents of registered pupils, parents of any children for whom any service is provided at the maintained **nursery school**.*

*∅ In addition, where there is a gap between the time of election and the date the term of office is to commence then a parent wishing to nominate and/or stand for election must be eligible as described on both dates, not just at the time of election).*

- A person is disqualified from election or appointment as a parent governor of a school if s/he is: -
  - an elected member of the local authority (i.e. a Borough of Telford & Wrekin Councillor);
  - paid to work at the school concerned for more than 500 hours in any twelve months period beginning 1 August and ending 31 July.

In addition: -

### ◆ **Governors (General)**

- Anyone who falls into any of the categories shown in the Disqualification Declaration Form is disqualified from appointment as a governor, though in the case of parents of registered pupils, may make a parent governor nomination.

Note: successful candidates will have to undergo pre-appointment checks as detailed in note 5 above.

**Attachments** - Disqualification Declaration Form  
- Form GOV/P.2

Please return to the Headteacher, The Burton Borough School  
by Wednesday 14<sup>th</sup> October, 2009

**PARENT GOVERNOR ELECTION**

I wish to nominate the following candidate(s) for inclusion in the forthcoming election.

<b><u>Nomination</u></b>	<b><u>Full Name (surname first)</u></b>	<b><u>Address</u></b>
1.	-----	-----
2.	-----	-----
3.	-----	-----

*(and so on to match the number of vacancies to be filled on this occasion)*

A brief personal statement written by each candidate is

- \* enclosed
- \* being sent separately by the closing date
- \* not provided

*(\*include as appropriate for each listed candidate).*

Signed: .....

Parent/Guardian