

19 September 2008

TO: PARENTS / CARERS OF ALL CHILDREN
ATTENDING BUSHFIELD SCHOOL

Dear Parent/Carer

SCHOOL GOVERNING BODY - ELECTION OF PARENT GOVERNORS

I am writing to invite nominations for the one vacancy available for elected Parent Governor. Parents who are nominated for election must be proposed and seconded in writing, with nominations being signed by the proposer and seconder. A parent may nominate her/himself, as long as s/he has a seconder. The person nominated must also state in writing that s/he is willing to stand for election.

The election is for a period of 4 years and those eligible to stand must be parents or carers of pupils who are currently at this school. The proposer and seconder must also have a child currently in attendance at the school. A parent whose child leaves the school during the term of office may continue as a Parent Governor for the full period, if s/he so wishes.

Nominations should be sent to me within the next two weeks. The closing date for receiving nominations is Wednesday 24th September 2008. If there is only one parent nominated, they will be elected unopposed but if there are 2 or more candidates for the one vacancy, a ballot will be held. If this is necessary, a further letter about the arrangements will be sent to you.

All parents whose child/children attend this school will be entitled to vote in the ballot and voting will be on the basis of one vote per parent/carer per place available. Before the ballot takes place, we may arrange a meeting when parents will have the opportunity to meet the candidates who have been nominated for election. We will also circulate information from the candidates to all parents prior to the meeting.

If it proves impossible to fill the vacancy, the governing body has the right to appoint governors in order to fill the required number of Parent Governor places on the governing body.

Parents may be interested in the overall constitution of the Governing Body and this currently is as follows:

- 2 LEA Governors appointed by Milton Keynes Council
- 3 Parent Governors, elected by parents/carers
- 3 Staff Governors, including the Headteacher

3 Community Governors appointed by the governing body

A person will be disqualified from election or appointment as a parent governor if s/he is:

- an elected member of the LEA;
- paid to work at the school for more than 500 hours in a school year

There are a number of other circumstances in which an individual is disqualified from being a governor, which include bankruptcy and criminal conviction. All newly appointed or elected governors will be checked against List 99, which details those people who are prohibited from working with children or young people. Proof of identity will be required. Should you require further information on disqualification clauses, please contact Sue Bruce, Assistant Education Officer, Governor Support, on 01908 253614.

I enclose a form for use in nominating Parent Governors, which parents may find useful, but a separate nomination letter is just as acceptable. Please return the form or letter to school by Wednesday 24th September 2008.

Finally, a note from Simon Buckingham Shum (Chair of Governors):

This is a very exciting time for the school as we consider the future following our very strong Ofsted review. Please don't hesitate to contact Andrea Curtis via the office, or me (316057 / sbs@acm.org) for an informal chat if that will help. To see the current governors, our profiles are on the Governor page of the school website (bushfieldschool.net/governors.htm). If you have an evening/week to give, please send in your own statement with the skills you bring to help shape the school strategically.

Further information can be found on the MK Governors website:

[http:// www.milton-keynes.gov.uk/mkgovernors](http://www.milton-keynes.gov.uk/mkgovernors)

Yours sincerely

Andrea Curtis
Headteacher

**MILTON KEYNES COUNCIL
EDUCATION DEPARTMENT**

ELECTION OF PARENT GOVERNORS

Bushfield School

I wish to nominate

for the position of parent governor.

Signed: (nominator)

Signed: (seconder)

I am prepared to accept this nomination.

Signed: (candidate)

Date:

Please return to the headteacher by: **Wednesday 24th September 2008**

Candidates may be asked to provide information about themselves and/or an election address of up to 200 words for distribution to parents.