



Achievement & Opportunity
for All

THE BROXBOURNE SCHOOL

**High Road
Broxbourne
Herts EN10 7DD**

Tel: 01992 411060 Fax: 01992 411061

e-mail: admin@broxbourne.herts.sch.uk

website: www.broxbourne.herts.sch.uk

Headteacher

Paula Humphreys BSc MBA

9th September 2019

Dear Parent/s and Carer/s

ELECTION OF PARENT GOVERNOR/S

There are two vacancies for Parent Governors on the school's Governing Body. If you would like to stand for election, please complete and return the attached form to Mrs C Jarman, Clerk to the Governing Body by **12 noon on Monday 23rd September**.

You will need to ask another parent of a pupil at the school to sign the form.

Please be aware that regulations require everyone elected or appointed to a Governing Body to complete an Enhanced DBS criminal background check with Barred List check. This is to ensure the safety of the pupils. If you are elected and you subsequently decline to undergo such a check, you will disqualify yourself. We are also required to request two character references from two nominated referees.

Please give brief details about yourself (**not more than 80 words**) on the form. If an election is required, these details will be copied and sent to all parents with the ballot papers. **Please note that the 80 word limit will be strictly enforced and result in additional wording being deleted.**

Following a notification from the DfE who had recommended that schools conduct a Skills Audit for Governors, an audit was undertaken by the Governing Body. The results of the audit highlighted a wish to appoint a Governor with either senior leadership; human resources; financial; legal; or architectural and/or building/surveying experience. Therefore, we would very much welcome an application from a parent with these skills or experience.

If the number of nominations is the same as or less than the number of vacancies, then the person/s nominated will be deemed elected unopposed. If there are not enough nominations, the Governing Body has the duty to appoint Parent Governors to fill the vacancy.

The Governing Body has determined that the term of office for a Parent Governor is four years. If you are elected, you may serve the full term of office even if your child leaves the school before your term of office finishes.

If an election is necessary, we will send you a ballot paper on Tuesday 24th September.

Only parents of children registered at the school are entitled to stand or vote in the election. A parent who is paid to work at the school for more than 500 hours in a school year or is an elected member of the LA may **not stand** for election.

Each parent will be sent one ballot paper regardless of how many children they have at the school, and each parent will have one vote per vacancy. The ballot will be secret and you will be notified of the result as soon as possible afterwards.

In most cases it will be obvious whether you are a parent. For the purpose of the election of a Parent Governor, a parent is:

Parents (including carers) of registered pupils at the school. "Parent" is defined for the purposes of the Constitution Regulations as including "any individual who has or has had parental responsibility for, or cares or has cared for, a child or young person under the age of 18". It includes a person who the child lives with or who looks after the child, irrespective of what their relationship is with the child. The reference in the definition must be someone involved in the full-time care of the child on a settled basis.

Please note that following our conversion to an Academy, all Governors are Directors and Members of the Academy Trust which is a private limited company set up to manage and develop the school. The company is limited by guarantee and not shares. Governors are personally liable but only up to a maximum of £10. The company is also a charitable trust but is exempt from the requirement to make returns to the Charity Commission.

To give you an idea of the commitment that you will be making, the full Governing Body meet once each term and all Governors are allocated to one of two sub-committees that also meet once each term. These meetings take place in the evening. In addition, the Governing Body has a duty to monitor the work of the school and to that very important end, every Governor is allocated to one of four monitoring groups who meet once each term during the school day so that they can observe the school at work.

If you have any questions about whether you are eligible to stand or vote in the election or about anything else in this letter, please do not hesitate to contact me.

Yours faithfully

A handwritten signature in black ink that reads "Paula Humphreys". The signature is written in a cursive, slightly slanted style.

Paula Humphreys
Headteacher

ELECTION OF A PARENT GOVERNOR AT THE BROXBOURNE SCHOOL
NOMINATION FORM



Achievement & Opportunity
for All

Your name
(Mr/Mrs/Miss/Ms/Dr)

Address
.....

I have a child at the school and hereby nominate myself for election as a Parent Governor. I understand that if elected I will have to undergo a DBS check. Biographical details (**80 words maximum**) for circulation with the voting paper are given below.

Signature

Seconded* by:
(Mr/Mrs/Miss/Ms/Dr)

Address
.....

Signature

*The seconder must be a parent of a pupil at the school.

Biographical details (80 words maximum)

Your completed nomination form must be returned to Mrs Jarman by 12 noon on Monday 23rd September.