

Biographical Details

**Parent Governor Election
Notice of Election**

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)

NAME (Capitals)

Signature:

Dear Parent,

There are places for 2 parent governors on the governing body of this college. They are elected by the parents of students at the college. There is now a vacancy for 1 parent governor and it is necessary for an election to be held. You may if you wish, put yourself forward for election, using the attached nomination form. 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 12th December 2016.
2. Ballot papers to be sent to all parents on Tuesday 13th December 2016. (Voting will only take place if there are more nominations than vacancies).
3. Ballot papers to be returned to me by 12.00 noon on Monday 19th December 2016.
4. The votes will be counted at 2.00 pm on Tuesday 20th December 2016 after which the result will be announced.

Governors have an important and influential role to play in the life of our college, 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,

Mr I C Adlington,
Headteacher.
Returning Officer for Governor Election

Information

A. Eligibility

- All parents of students at the college 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:
 - Elected Members of the local Education Authority
 - Anyone paid to work at the college for more than 500 hours in any 12 month period commencing on 1 August and finishing on 31 July.

B. Nomination

- Any parent who wants to be nominated has to be proposed and seconded by two other parents of students (children) at the college using the nomination form on the page opposite. It should be completed and sent to the Returning Officer by 12.00 noon on Monday 12th December 2016. **Please note there can be no extension beyond this time and date.**
- 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 the information sheet on parent governors)

- The governing body of the college 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.
- 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 student at the college 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)		
Secunder	(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.

Signature:

Date:

This form must be returned to the Headteacher/Returning Officer by 12.00 noon on Monday 12th December 2016. **Late nominations will not be accepted.**