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Bawburgh,  
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01603 742329

Executive Headteacher:  
Miss. C. Stedman  
Chair of Governors:  
Mr. C. Scott



Chapel Street,  
Barford,  
Norwich, Norfolk.  
NR9 4AB  
01603 759660

14<sup>th</sup> October 2024

Dear Parent or Guardian

Forthcoming Election of a Parent Governor at Barford and Bawburgh Federation  
I am writing to inform you that a vacancy exists on our governing board for a parent governor and we are seeking nominations of parents interested in taking up this role.

The governing board with the headteacher has overall responsibility for the running of the federation. The three core functions for all boards are;

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

You do not need any specific qualifications to be a governor. The most important thing is that you are interested in the success of the federation and are prepared to play an active part in the work of the governing board. Parent governors are valued members of the team. An effective board has a range of skills and we would welcome nominations from parents with knowledge and experience of business, HR and finance.

Training and support will be available to help you develop into the role. This will include in-house mentoring and access to external governor training.

Parent governors are elected by the parents or guardians of children attending the schools in the federation.

All parents or guardians of children attending one of schools in the federation are entitled to propose or second candidates and vote. Ensure you get permission from the candidate if you wish to nominate them.

Nomination papers for this purpose can be obtained at the school from either school office.

The completed nomination papers must be returned to either school by:  
**Friday 25<sup>th</sup> October at 3pm**

You should be aware that successful candidates will be required to :

- Undergo a Disclosure and Barring Service (DBS) check and Section 128 check
- Sign a governors' Code of Conduct
- Provide details of relevant business and financial interests
- Agree to the publication of some details on the school website and on the [Get information about schools service](#)

If the number of nominations received are equal to, or less than, the number of vacancies there will be no need to hold a ballot.

If a ballot is necessary, you will be contacted again with details of how to vote and information about the candidates standing for election.

**More information is given in the notes overleaf and you are advised to read them carefully before taking part in the election.**

Thank you for your interest, and involvement in this important process. If you would like to know more about the role of a governor or regarding this election, please contact the Chair of Governors via either school office or by email [chair@bawburgh.norfolk.sch.uk](mailto:chair@bawburgh.norfolk.sch.uk)

Yours sincerely,



Carla Stedman

Executive Headteacher

**Return your completed nomination form with;**

- A signed copy of the disqualification declaration form to indicate eligibility to stand for election
- A signed copy of the governor details form
- A completed statement in support of your application (*in the event of a ballot, this statement will be shared with parents and carers eligible to vote*)

#### 4. Notes for parents taking part in parent governor elections

There will be no need to hold an election (i.e. no ballot will be needed) if the number of nominations received are equal to, or less than, the number of vacancies.

The composition of the governing board detailing the number of parent governors is set out in the Instrument of Government of the federation.

After reconstitution a parent governor will have a term of office of four years unless the Instrument of Government states otherwise.

Under the 2012 School Governance Regulations, a person is disqualified from election or appointment as a **parent governor** of a school if they are an elected member of the LA (a County Councillor) or if they work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in a school year (at the time of election or appointment).

Any governor may resign at any time during their period of office.

A parent governor does not have to resign when his/her child leaves the school, but is able to complete his/her term of office.

Each parent/guardian shall be entitled to return one ballot paper irrespective of the number of children in the family attending one of the schools in the federation.

Each parent/guardian shall be entitled to vote for as many candidates as there are vacancies in the election. No arrangement shall be made for proxy voting.

Each ballot paper must be returned by the date and time fixed by the Headteacher, *in a sealed envelope, addressed to the Headteacher of the school, indicating it contains a ballot paper and bearing no other mark. Any ballot papers received that are not in sealed envelopes will be invalid. The ballot papers will remain unopened in a secure place until the count commences.*

All candidates or their representatives will be invited to attend the counting of the ballot papers and notified of the date, time and location.

A notice of the result of the election will be posted on the schools' notice boards for a period of 14 days from the "date of the election". During this period any candidate, proposer or seconder of a candidate, or any ten parents may object to the result of the election.

## Barford and Bawburgh Federation.

Please provide a statement in support of your nomination (no longer than 150 words)

Name of Federation:	Barford and Bawburgh Federation
Candidate name:	
Candidate address:	
Candidate statement:	<p><b>For example;</b> What skills you have to offer? What interests you in the role? How plan to contribute to the work of the governing board? If seeking re-election how you have contributed to the work of the board?</p>
Candidate Signature:	<p>I confirm that I am a parent or carer of a child registered at a school in The Barford and Bawburgh federation. I am not,</p> <ul style="list-style-type: none"> <li>• An elected member of the local authority</li> <li>• Paid to work in the school for more than 500 hours in any consecutive 12month period at the time of election</li> </ul>
	<p style="text-align: center;">Signature: <span style="float: right;">Date:</span></p>