

Date: Monday, 24 April 2023

Doc 3 - Nominations Letter to (Parent)



**To all parents of children attending Burnley
Brow Community School**

**Burnley Brow Community School
Victoria Street
Chadderton
Oldham
OL9 0BY**

Dear Parent

Re: Election of a Parent Governor at Burnley Brow Community School

Nominations are being sought to fill a vacancy for a parent to serve on the school governing board at your child's school. This post will be for up to four years, this is known as the term of office.

Additional information about governors and what they do is listed below

Eligibility to Vote and for Nomination

Anyone who is a parent of a pupil registered at the school is entitled to put themselves forward for consideration and are entitled to vote.

Nominations

If you wish to be considered for the parent governor role then please complete the nomination form. (Document 4)

Your nomination must be proposed and seconded by two other persons who are a parent of a pupil at the school and are entitled to vote in the election.

Please ensure that your personal statement is no longer than 250 words.

The nomination form should be returned to the Headteacher no later than **Friday, 05 May 2023**.

Election

If only one candidate is nominated by the closing date for nomination, the candidate will be elected unopposed and should access the following links:

- GovernorHub: <https://governorhub.com/signup>
- [School Governance Induction Information on GovernorHub](#)

Ballot

If there are **two** or **more** candidates for the parent governor vacancy, a ballot will be arranged by the Headteacher during the period from **Wednesday, 10 May 2023** to **Wednesday, 24 May 2023**.

Term of Office

Parent governors shall be appointed for a term of office (TOE) of up to four years, which will be ratified by the Governing Board at a Full Governing Board Meeting (FGB).

If you would like more information about becoming a governor, please contact the Headteacher or visit the Oldham Governor webpage <https://www.oldham.gov.uk/becomeaschoolgovernor> or alternatively contact the Governors Support Service. gbsupport@oldham.gov.uk

Yours faithfully,

Headteacher