



Freeman Avenue, Luton, Bedfordshire
LU3 4BL
Tel: 01582 617500 Fax: 01582 617501
Email: office@bramingham.net
Website www.bramingham.net
Headteacher: Sharon Flowers

Meeting individual needs...to the best of our ability.

2nd October, 2019

Dear Parents,

Nomination for Parent Governor

This is to let you know that we have a vacancy for a parent governor on the school's governing body. We are therefore looking at electing a new parent governor this term to join our governing body. Our parent governors are very valuable members of the governing body. We rely on them to help us to keep in touch with parents' views.

We are particularly seeking people with knowledge, experience and or interest in Sites and Buildings, Health and Safety, Finance and websites.

Governing bodies are responsible for a wide range of matters. Their duties include school effectiveness, target setting and monitoring, plus involvement in a variety of personnel and pupil issues. In your role as a school governor, you will be supported in these duties by other experienced members of the governing body, the headteacher, the clerk to the governing body and the Governor Services Department of the Local Authority.

The governing body works together as a group, meeting half termly. If you are thinking of standing as a governor, remember that you will need to attend a minimum of three governor meetings a year (we have six governors meetings per academic year plus a result meeting in September). As a governor, you will normally hold office for a period of four years, even if your child leaves the school during this time. You can, however, resign from the governing body at any time.

In line with good practice, all school governor appointments will be subject to standard Disclosure and Barring Service (previously called CRB) clearance.

Anyone who has parental responsibility for a pupil on the school roll at the time of the election can stand for election and can vote in the election. The only exceptions are if you are an elected member of the Local Authority, or if you work more than 500 hours per year in the school. Once you are satisfied that you are eligible to become a governor, please complete the nomination form and return to the school office.

If you wish to nominate more than one parent, additional nomination papers are available from the school office.

All nominations must be seconded by a parent of a pupil at the school, other than the candidate or the proposer.

Please include a few details about yourself and why you would like to become a governor (not exceeding 200 words). This will then be circulated to all parents to help them decide who to vote for. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is a vote. A vote, by secret ballot, will be held if we receive more than one nomination as we have only one vacancy.

All nominations should be received by the school office by Tuesday 15th October, 2019, 6pm. Every nomination must be signed.



If we receive more than one nomination, on Friday 18th October, 2019 we will send out ballot papers with the names of the candidates and their details. We send the ballot forms home with the children so please watch out for the letter! Each parent will have one vote per vacancy regardless of the number of children you have in the school. The ballot is secret; you can send or post the ballot papers back in a sealed envelope or drop them into the ballot box outside the school office. All the votes must be in by Friday 8th November, 2019, 4pm, after which they will be counted.

Please think about taking on the position or encouraging someone else to do so. We need committed parent governors. Training is offered for all roles and responsibilities required of governors.

Important Information

No-one may serve as a governor or associate member who:

- has a mental disorder;
- is bankrupt;
- has been disqualified from acting as a company director or trustee of a charity;
- is included in the list of teachers or workers prohibited or restricted from working with children or young people; or is disqualified from working with children;
- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State;
- has within the last five years been sentenced to three months or more in prison without the option of a fine;
- has received a prison sentence of two and half years or more in the twenty years before becoming a governor; or at any time received a prison sentence of five years or more;
- in the last five years has been convicted and fined for the offence of nuisance on school premises;
- refuses to an application being made to the Criminal Records Bureau for a criminal records certificate.

If you would like to talk to one of our governors or myself about the role, please leave your details at the school office or ask for Mrs Batten, Clerk to Governors, and she will organise an informal meeting.

Our Chair and Vice Chair and Parent Governors are:-

Alexandra Colledge-Orr - Chair of Governors/Parent Governor

Leanna Luxton - Vice Chair of Governors/Parent Governor

Teybah Shah - Parent Governor

Sanjay Khetia - Parent Governor

Yours sincerely

Sharon Flowers
Headteacher