

Our Ref: AHL/TKS/Governor/Parent/01

9th January 2017

To all Parents/Carers of students at Outwood Academy Foxhills

Dear Parent/Carer

NOMINATIONS FOR PARENT GOVERNOR

The Academy is seeking nominations for one Parent Governor to sit on the Local Academy Council of Outwood Academy Foxhills. If you would like to put yourself forward for this position you will need to complete the attached nomination form and return it to the Academy no later than **Monday 23rd January 2017**.

If on the closure for nominations there is more than one nominee, then an election will be held. Details of the election will be forwarded to all parents/legal guardians/carers by post and voting papers will be distributed to all parents/legal guardians/carers entitled to vote if this is required.

If it is necessary to proceed to election, then the nominees are entitled to provide a statement of up to 200 words in support of their nomination to all voters. Therefore, if you wish to provide a statement, this should be included with your nomination form.

If you have any queries regarding the election process or wish to discuss the role of the Parent Governor with an already appointed governor, please do not hesitate to contact the Academy.

Yours faithfully



Angela Hull
Principal

**OUTWOOD ACADEMY FOXHILLS GOVERNING BODY
NOMINATION PAPER FOR THE ELECTION OF A PARENT GOVERNOR**

Please complete Sections 1, 2 and 3 in BLOCK CAPITALS

Name of Nominee (in full) (Mr/Mrs/Ms)

_____ (BLOCK LETTERS)

Home Address:

Post Code

Telephone No.

Name(s) of Pupil(s) (in full):

Date of Birth of Pupil(s)

Name of Proposer (in full) (Mr/Mrs/Ms):

Name of Pupil (in full)

Name of Secunder (in full) (Mr/Mrs/Ms):

Name of Pupil (in full)

NOTES:

- 1 The Returning Officer shall be an Officer from the Academy.
- 2 The nomination of a parent must be exercised in accordance with the regulations in the Code of Practice for the election of Parent Governors.
- 3 The Nomination Paper must be completed in full and returned to the Academy no later than **Monday 23rd January 2017**.
- 4 A nomination must include the names of the nominee, proposer and seunder, all of whom must sign the nomination form.
- 5 The relevant School Government Regulations prescribe the circumstances and cases in which a person is to be disqualified from holding or continuing to hold office as a Governor of an Academy. Should you wish to clarify your position before submitting your nomination as a Governor, please contact the Academy.
- 6 **It should be noted that if you intend to submit a statement, of not more than 200 words, in support of your nomination, this should be submitted with your nomination form.**

Signature of Nominee:

(in acceptance of the nomination)

Signature of Proposer:

Signature of Secunder:

DATE RECEIVED IN ACADEMY:

CODE OF PRACTICE FOR THE ELECTION OF A PARENT GOVERNOR

- 1 A Parent Governor shall be parents/guardians/carers of registered pupils at the Academy at the time of nomination of candidates for election.
- 2 A parent is disqualified from election as a Parent Governors of the Academy if he/she is:
 - Councillor with North Lincolnshire Council.
 - paid to work at the Academy for more than 500 hours in any consecutive twelve month period.
- 3 Parents/legal guardians/carers of register pupils shall be entitled to vote.
- 4 Information about the submission of nominations, election procedures and eligibility to vote shall be sent in writing by the Academy to all parents.
- 5 The Returning Officer shall be an Officer from the Academy.
- 6 Nominations shall be sent to the Returning Officer or to the Academy by a specified date and shall include the name of the nominee and the proposer and seconder, all of whom shall be parents/legal guardians/carers of registered pupils. Self-nomination shall not be permitted. The person nominated shall signify in writing his/her acceptance of the nomination.
- 7 If on the closure for nominations there are more nominations than vacancies, then an election will be held. Details of the election will be forwarded to all parents/legal guardians/carers by post and voting papers will be distributed to all parents/legal guardians/carers entitled to vote.
- 8 Voting shall be by secret ballot and each candidate will be invited to submit a statement of 200 words which will be circulated on his/her behalf with the ballot paper. **Please see statement below*.**
- 9 The ballot paper will include the candidate's name and the number and age of their children in the Academy.
- 10 Ballot papers will be required to be returned to the Academy in a prescribed manner by a specified date. The ballot papers will be counted at the Academy by Officers from the Academy. Should you wish to attend the count please contact the Principal who will advise you of the date and approximate time of the count.
- 11 The Returning Officer shall arrange for the election results to be posted on the Academy's website.
- 12 The Academy's procedures for the appointment of Governors requires that a check is made with the Disclosure & Barring Service (formerly CRB) to confirm that a successful candidate is not prohibited in some way from working with children.

I am prepared to provide a statement of up to 200 words in support of my nomination, which is enclosed, and which will be circulated with the ballot paper.

Signature of Nominee _____