

Dear Parent/Carer

### **Election of Parent Governor**

A Parent Governor position has become available at Bower Grove School and I am writing to invite you to consider standing for election as a parent governor, or to nominate another parent to do so. Every Kent school has a governing body, which includes a number of categories of governors including parent governors. Bower Grove School has two parent governors who are elected to serve for a period of four years, though they may resign at any time.

Together with the headteacher, the governing body has overall responsibility for the running of the school. Governors are involved in deciding school policies, allocating the school's budget and appointing staff. No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing body's work. In order to support governors in their work, the County Council provides full training for all governors at no charge to the individual.

The full governing body normally meets four times per year on a Thursday at 4:30pm. In addition there are three subcommittee meetings throughout the year, depending on which committee/s you agree to join.

If you would like to stand for election, or to nominate someone else, please complete the attached form and return it to me by Friday 2<sup>nd</sup> May 2025. Each person nominated must be proposed and seconded by parents/carers who have a child at the school. Anyone standing for election is invited to provide, with his/her nomination, a short personal statement (maximum of 75 words). The statement should only include biographical information, your reasons for wanting to be a parent governor and the contribution you believe you can make to the governing body.

If the number of nominations received is equal, or less than, the number of vacancies, the nominees will automatically be elected as parent governors. If, however, there are more nominations than vacancies, an election will be held and copies of the personal statements will be sent to all parents. Two weeks will be allowed for the return of ballot papers. Each parent will have one vote for each vacancy, no matter how many children he or she has at the school.

I do hope you will consider standing as a governor or else nominating another parent/carers. If you would like more information about being a school governor, please contact another governor at the school, KCC Leadership & Governance, or myself for more information.

Yours sincerely

**Mrs M Cleave**  
**Headteacher**

**BOWER GROVE SCHOOL**  
**ELECTION OF PARENT GOVERNORS**

PLEASE RETURN THIS FORM TO BOWER GROVE SCHOOL BY FRIDAY 2<sup>nd</sup> MAY 2025.

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election (he or she must be the parent/carer of a child registered at Bower Grove School)

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

**Signature of person nominated** \_\_\_\_\_

Parent/Carer of \_\_\_\_\_ (Name of Child/ren)

**Signature of proposer** \_\_\_\_\_

Name and address in BLOCK letters of proposer \_\_\_\_\_

\_\_\_\_\_

Parent/Carer of \_\_\_\_\_ (Name of Child/ren)

**Signature of seconder** \_\_\_\_\_

Name and address in BLOCK letters of seconder \_\_\_\_\_

\_\_\_\_\_

Parent/Carer of \_\_\_\_\_ (Name of Child/ren)

Please note:

- (i) Further nomination forms can be obtained from the headteacher. A parent/carer may not propose or second more nominees than there are vacancies for parent governors.
- (ii) People who are bankrupt, or have recently been sentenced to 3 months or more of imprisonment (without the option of a fine) may not serve as governors. For full details of the disqualification rules please refer to the school. Because appointment as a school governor will give access to children there is a requirement for governors to undertake a DBS check.
- (iii) A person is disqualified from election or appointment as a parent governor of a school if they are an elected member of the LEA 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).
- (iv) The term "parent" includes guardians, foster parents and any person who has actual custody of a child.