

1 March 2024

Dear Parent(s)/Carer(s)

RE: Vacancies to sit on the Birches Head Academy Governing Body

I am writing to you to invite you to stand for election as a parent on the local governing board of Birches Head Academy. In our school we have provision for two parent governors and there is currently a vacancy as one of our parent governors will sadly reach the end of his term this summer.

We would like to thank Mr G Chatzigergiou for his commitment and support of the academy during his term as a parent governor.

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 local governing board's work. Training is available for all local governors and the Trust has an expectation that those new to being a local governing board member undertake induction and safeguarding training.

The enclosed sheet summarises the circumstances under which someone cannot serve as a local governor. Nominations must be from parents, or individuals exercising parental responsibility, of a child at the academy.

If you would like to stand for election please complete the enclosed nomination form and return it to the school marked for my attention no later than Monday 18 March 2024. It would be helpful if you were able to share some brief information about your background and experience and why you would like to be a governor. This need only be short and no more than 250 words. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent. If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

If you would like to talk to the Chair of Governors informally about the role before committing yourself, my contact details are jbracegirdle@bircheshead.org.uk. Please leave me a message and contact number and I will call you to make arrangements as soon as possible.

Completed 'expressions of interest' forms to be returned to: Principal's Office at the Birches Head Academy or emailed to me at jbracegirdle@bircheshead.org.uk by Monday 18 March at 12 noon.

Kind Regards

Mrs J Bracegirdle
Clerk to the Governing body

ELECTION FOR THE POSITION OF PARENT/CARER GOVERNOR

EXPRESSION OF INTEREST

Candidate Name	
Candidate Address	
Name of pupil and year group	
Candidate Statement	<i>Please include details of why you would like to be considered for the position of parent/carer governor.</i>

Candidate's Declaration

I confirm (i) that I am willing to stand as a candidate for election as a parent governor and (ii) that I am not disqualified from holding office for any of the reasons set out in the articles of association.

Signed

Date
