

## Nutfield Church (C of E) Primary School

59 Mid Street  
South Nutfield  
Redhill  
Surrey RH1 4JJ



Telephone: 01737 823239  
E-Mail: [info@nutfield.surrey.sch.uk](mailto:info@nutfield.surrey.sch.uk)

Headteacher: Miss Imogen Woods – BEd Hons (Oxon)  
Deputy Headteacher: Mrs Anna Benjamin – BA PGCE

12<sup>th</sup> January 2024

Dear Parents and Carers,

### GOVERNING BODY OF NUTFIELD CHURCH C OF E PRIMARY SCHOOL

One of our Parent Governors' term of office is ending. We are therefore opening up nominations for Parents/Carers to stand for election as a Parent/Carer Governor. The Governor (Mr Hill) has indicated that he is willing to be considered for re-election.

Parent Governors are elected as directed by Schedule 1, Regulation 6 of The School Governance (Constitution) (England) Regulations 2012. Nominations for Parent/Carer Governor vacancies are made by Parents/Carers of pupils registered at the school. Should there be more nominations than vacancies a secret ballot will be held. Parents/Carers of registered pupils attending the school may offer themselves for election.

Parents/Carers are invited to submit nominations to the Headteacher using the attached nomination forms. The nominee must also be a Parent/Carer and signify his or her willingness to stand for appointment or election. Please note, a person is disqualified from election or appointment as a parent governor of a school if they are an elected member of the LA 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 or appointment).

All members of the Governing Body have three strategic functions:

- developing the vision, ethos and strategic direction of the school, and
- holding school leadership to account for the performance of the school and staff
- ensuring sound, proper and effective use of the school's financial resources.

Governors are not responsible for the day to day internal organisation, management and control of the school.

The governing body has a vital role to play and relies on a team approach with each individual contributing a range of skills and experience.

If you would like to stand for election, please complete the attached nomination form which must be returned to me, in my role as Returning Officer, by 12.00pm on the 29<sup>th</sup> January 2024. No nominations will be accepted after this date and time. Please enclose a short personal statement of no more than 100 words. This should support your nomination and set out your skills and experience, how you believe you can contribute to the future work of the governing body, confirm your commitment to undertake training and if you are a Parent Governor seeking re-election, details of your contribution to the work of the governing body during your



previous term of office. Statements will be circulated to Parents/Carers should a ballot prove necessary. If the number of nominations received is less than the number of vacancies, the person nominated will be appointed without a ballot. If the number of candidates exceeds the number of vacancies (1) a secret ballot will be held. Candidates may request an opportunity to address a meeting of Parents/Carers if they wish.

The timetable for the election of Parent Governor is set out below.

- 12<sup>th</sup> January 2024 - Parent/Carer letter with nomination forms sent home via ParentMail.
- 26<sup>th</sup> January 2024 at 12.00pm - Last date and time for returning nominations (electronically or paper copy) to the Returning Officer, Miss Woods.
- 31st January 2024 - Ballot paper sent to Parents/Carers (and notification of date of the candidates' meeting if appropriate).
- Ballot Papers to be returned to Miss Woods (Returning Officer) between 31st January and 19th February 2024.
- 19th February 2024 12.00pm – closing of ballot and counting of ballot papers.
- 20th February 2024 - notification of results of the election shared via ParentMail and sent to all Parents/Carers.

If you have any further queries please let me know.

Kind regards,

Miss Woods  
Headteacher/Returning Officer

**PARENT GOVERNOR ELECTION**

**NOMINATION FORM**

**Nutfield Church (C of E) Primary School**

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**Telephone: 01737 823239  
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Please complete the information below IN BLOCK LETTERS (except for email)

Name:	
Address:	
Email:	
No. of Children at the school	

\*please note your personal information is only used by the school as part of the election process.

PERSONAL STATEMENT. Please provide information on your skills and experience and your reasons for applying to be a school governor OR if you are applying for re-appointment, evidence of the contribution you have made as a governor in your previous term. Statements should be no longer than 250 words.

Please continue overleaf if necessary

I wish to submit my nomination for the position of parent governor (please indicate)

I confirm that I am willing to stand as a candidate for election as a parent governor **YES/NO**



I confirm that I am not disqualified from holding office for any of the reasons set out in the School Governance Regulations/ Eligibility Criteria **YES/NO**

I confirm that I am willing to undertake safeguarding and induction training and further ongoing training throughout my term of office **YES/NO**

By signing this form, I agree that I understand the responsibilities of being a governor and also agree to abide by the governing body's Code of Conduct.

Signature ..... Date .....

COMPLETED NOMINATION FORMS MUST BE RETURNED TO THE SCHOOL BY 26<sup>th</sup> JANUARY 2024