

# Formal Process for Election of Parent/Carer Governors

- As the parent, carer or other person with parental responsibility for a pupil at this school you have the right to both propose candidates and stand as a candidate yourself.
- If you decide to put yourself forward for the parent governor vacancy you will need to find two other parents willing to propose and second your nomination. You will need to ask them to complete and sign section A of the enclosed form.
- If more parents want to become governors than there are vacancies, a ballot will be held. Ballot papers and details of the election process will be sent to all parents and carers eligible to vote.
- If you put yourself forward and no ballot is necessary, you will be elected unopposed from the day after the deadline for nominations passes.
- You are invited to provide a statement to support your nomination as a parent governor (see section B of the enclosed nomination form). If a ballot is held this statement will be included on the ballot paper to help other parents decide who to vote for.
- If you are elected as a governor your term of office will be 4 years. You can resign at any time. If your child leaves the school, you can continue as a governor until the end of your term office.
- The enclosed nomination form must be returned to the Headteacher not later than ten school days from the date this letter was passed to you by the school – i.e. **by 3pm Friday 20<sup>th</sup> March 2026**
- If you are elected, you will be asked to apply for a Disclosure and Barring Service enhanced disclosure.

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# Parent/Carer Governor nomination

Please complete and return this form by email to [chair.lhsf@bristol-schools.uk](mailto:chair.lhsf@bristol-schools.uk) or ask for a hard copy to complete and hand into your school receptionist.

To the Returning Officer at Little Hayes and Speedwell Nursery Federation

## Section A – for completion by the nominating party

We the undersigned, being the parents or guardians of children attending the school,

wish to nominate .....as a Parent/Carer Governor of the above-named schools.

Please insert in block capitals the full name and address of the candidate.

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.....

Proposed by: .....

Signed: .....  
(Proposer – can be the nominee)

Date: .....

Seconded by: .....

Signed .....  
(Secunder – cannot be the nominee)

Date: .....

## Section B – for completion by the nominee

a) Please sign this form to show your willingness to serve as a Governor and that you have understood the appointment process outlined on the first page of this document. This may require an election to be held if more than two nominations are received.

Signed..... Date .....

b) Write a brief explanation of yourself and your motivation for becoming a governor. Please note that only the first 100 words can be included on the voting paper if a ballot is held so keep your explanation succinct and to the point:

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c) The following self-declaration must be made:

I confirm that I: .....(full name)

- Am aged over 18
- Am not a current pupil at the school
- Am not the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order, an interim debt relief restrictions order or a sequestration that has not been discharged, annulled or reduced
- Have not been removed as a trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of misconduct or mismanagement in administration of the charity
- Have not been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body
- Have not been disqualified from being a company director and/or a charity trustee
- Have not been disqualified from holding office as a governor
- Have not been removed from office as an elected governor within the last 5 years
- Am not disqualified from working with children, barred from regulated activity and/or disqualified from registering for childminding or providing daycare
- Am not disqualified from registering under Part 3 of the Childcare Act 2006
- Am not subject to a direction of the Secretary of State under section 142 of the Education Act 2002, or to a section 128 direction
- Am not disqualified from being an independent school proprietor, teacher or employee by the Secretary of State

NOTE: If you're unsure whether any of the points above apply to you, please speak to the clerk to governors: [clerkgovs.littlehayes@bristol-schools.uk](mailto:clerkgovs.littlehayes@bristol-schools.uk)

Please sign and date to indicate that you confirm this declaration:

Signature: ..... Date: .....

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