



Bristol Free School
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Headteacher: Mrs S. King

20 September 2022

Dear Parent/Carer

Local Governing Body of (RET) Bristol Free School – Parent Governor Election, Autumn 2022

We are seeking nominations for a parent to stand for election as Parent Governor of (RET) Bristol Free School. There is one vacancy, to begin from November 2022 to October 2026.

Two Parent Governors are elected as directed by the Articles of the Russell Education Trust, of which Bristol Free School is a part. Nominations for Parent Governor vacancies are made by parents of students registered at the School. Should there be more nominations than vacancies, a secret ballot will be held. Parents of registered students attending the School may offer themselves for election. Parent Governors can serve for a term of up to four years (irrespective of how long their child remains as a registered student of the School) and can stand for re-election if their child remains as a registered student of the School.

Further details about the role of a Governor at Bristol Free School are on the attached sheet.

Parents are invited to submit nominations to the Headteacher using the enclosed forms. Each person must be proposed and seconded by parents of registered students presently attending the School, and the nominee must also be a parent and signify his or her willingness to stand for appointment or election.

Please note – in line with our responsibilities under Keeping Children Safe in Education, school governors are required to have an enhanced criminal record check from the DBS service and a section 128 check. A person is disqualified from election or appointment as a Parent Governor of the school if they are an elected member of the LA or if they are employed at the school.

The nomination form must be returned by **midday on Friday 7 October 2022**. No nomination will be accepted after that date/time. Those nominated to stand for election may enclose with their nomination forms a short personal statement about themselves, of no more than 100 words. Statements will be circulated to parents should a ballot prove necessary. If the number of nominations received is less than or equal to the number of vacancies, all those nominated will be appointed without a ballot. If the number of candidates exceeds the number of vacancies, a secret ballot will be held and candidates may request an opportunity to address a meeting of parents if they wish.

The timetable for the election of Parent Governors is set out below:

Tuesday 20 September 2022	Parents' letter with nomination forms sent home.
Friday 7 October 2022 (midday)	Last date for returning nominations.
Wednesday 12 October 2022	Ballot paper sent to parents.
Wednesday 2 November 2022	Date of count of ballot papers.

Yours sincerely

Mrs S King
Headteacher/Returning Officer



Bristol Free School - Parent Governor Election – Autumn 2022

Nomination Form

Nominee

Name and Address (please print)

Name/s of child/children

Nominee's Signature

Phone number

Email address

Proposer

Name and Address (please print)

Name/s of child/children

Proposer's Signature

Secunder

Name and Address (please print)

Name/s of child/children

Secunder's Signature

This form and the nominee's personal statement of no more than 100 words should be returned to:
Mrs S King at Bristol Free School **by 12 noon on Friday 7 October 2022**

The Role of the Parent Governor – Bristol Free School

Bristol Free School is sponsored by the Russell Education Trust (RET) which has overall responsibility for its running and strategic direction. It is one of five secondary schools in southern England run by the Trust. Nonetheless, RET delegates significant decision making to the Local Governing Body (LGB) – Parent Governors serve on this Body.

Therefore, it is important to understand that, as a Parent Governor, you are elected by the parents and can voice what you understand to be their view in meetings. However, like all other Governors, your duty is to the interests of the School as a whole, not just those of the parents (and certainly not those just of your own child(ren)!).

In practical terms, you will need to attend seven Full Local Governing Body meetings a year.

Most Governing Body meetings take place at the School:

Full Local Governing Body meetings are scheduled for two hours, from 4:30pm on Thursday evenings.

You will receive the agenda and other papers before all meetings which you will be expected to have read and understood when you attend.

In addition, there will be other commitments e.g. attending the Prize giving evening and playing your part in Governor monitoring – this might mean a visit to the School during the working day or working with a member of School staff at another time. Also, you may be asked to assist with interviews for prospective new staff.

Finally, all RET Governing bodies undergo regular training to improve their performance and keep them up-to-date. You will receive induction training if you are elected as a Governor.

In summary, being a (Parent) Governor makes its demands but can be hugely rewarding in terms of understanding what goes into providing the education which your child(ren) receive and in playing your part in the overall direction and development of the School. This is a committed and friendly Governing Body.

I hope very much you will consider standing for election to this post.

Elizabeth Bogle
Clerk to the Governing Body
20 September 2022