



Bristol Free School
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Bristol BS10 6NJ

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Headteacher: Mrs S. King

22 September 2023

Dear Parent/Carer

Local Governing Body of (RET) Bristol Free School – Parent Governor Election, Autumn 2023

We are seeking nominations for a parent to stand for election as Parent Governors of (RET) Bristol Free School. There is one vacancy, to begin from November 2023 to October 2027.

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 **Friday 6 October 2023**. 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 not 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.

Friday 22 September 2023	Parents' letter with nomination forms sent home via Newsletter.
Friday 6 October 2023	Last date for returning nominations.
Wednesday 11 October 2023	Ballot paper sent to parents.
Wednesday 1 November 2023	Date of count of ballot papers.

Yours sincerely

Mrs S King
Headteacher/Returning Officer



Bristol Free School - Parent Governor Election, 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

Nominee's personal statement (not more than 100 words) *(use other side if necessary)*

This form should be returned to Mrs King via headteacher@bristolfreeschool.org.uk by **12 noon on Friday 6 October 2023**.

