

Burrough Green Church of England Primary Academy

Burrough Green, Nr, Newmarket, CB8 9NH

Telephone: 01638 507236

Email: office@bg.act-academytrust.org

www.burroughgreen.cambs.sch.uk

Headteacher: Mr David Sandford



24th January 2025

Dear Parents,

School Election of Parent Governors

The governing body of Burrough Green Church of England Primary Academy has one parent governor vacancy. We are writing to you to ask if you would be interested in becoming a school governor.

Governors are responsible for ensuring the strategic direction of the school, its performance and the use of resources to support learning. They help to ensure that our school provides the best education it can for children, parents and our local community. Our parent governors are very valuable members of the governing body, and we rely on them to help us to give a parent's view. They are on the governing body as representative parents, but they are not delegates and other parents cannot mandate them on how they should vote.

Governors do not need to be experts to tackle the range of responsibilities expected of them. Help, advice and training are available from various sources. If you are interested in being part of the team and have time to commit to this role, we would like you to consider becoming a parent governor. If you would like more information, please contact the school and we can put you in touch with a member of our governing body for an informal chat.

Anyone who has parental responsibility for a pupil on the school roll at the time of the election can self-nominate, stand for election and can vote in the election. A parent who works for the school for 500 hours or more or a parent who is an elected member of the local authority (County Councillor) is not eligible to stand for election, but they are permitted to vote. If insufficient parents stand for election, the governing body can appoint nominated parents to the governing body. The term of office for a parent governor is 4 years.

All nominations should be printed and sent into the school office by **5pm on Friday 7th February 2025**. We also need candidates to provide a written statement of not more than 200 words outlining why they would like to be a governor, and what knowledge/skills/experience they can bring to the governing body. If you would like extra copies of the nomination forms please contact the school office.

On **Tuesday 11th February 2025**, we will inform parents about the details of parent governor nominations. If an election is necessary, we will send ballot forms home with the children with the



The Church of England
Diocese of Ely



Working together with

Burrough Green Playgroup – Burrough Green PTA & Friends – Burrough Green Governors

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names of the candidates and their details. Each parent will have one vote, as there is one vacancy. The ballot is secret, and you can send or post the ballot paper back using a double envelope system.

(The ballot paper should be sealed in an inner unmarked envelope, which would be sealed in an outer envelope with the name of the voter printed on the back.) The ballot paper can be placed in the ballot box outside the school office. All votes must be in by **5pm on Monday 17th February 2025** when they will be counted.

A copy of the rules guiding the election of parent governors and further copies of the nomination form can be obtained from the school office. If you require a copy of this letter in a language other than English or in large print format, please contact the school.

Yours sincerely,

Headteacher: David Sandford

A handwritten signature in black ink, appearing to be 'D. Sandford'.

Chair: Anthea Kenna

A handwritten signature in black ink, appearing to be 'A. Kenna'.



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