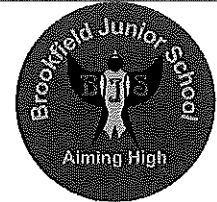




**The Flourish Federation -  
Brookfield Infant School and  
Brookfield Junior School**



21 June, 2017

Dear Parent/Carer

**Election of Parent Governors**

As you know Brookfield Infant School and Brookfield Junior School are federating and will be known as The Flourish Federation as from 5 September, 2017. From that date there will be one governing body for the two schools and the role of parent governor will commence on Tuesday 5 September 2017 when the two schools officially federate.

I am writing to invite you to consider standing for election as a parent governor for the federated schools.

Every Kent school has a governing body, which includes a number of categories of governors including parent governors. Parent governors are elected to serve for a period between one and four years, though they may resign at any time.

Together with the head teacher, the governing body has overall responsibility for the running of the school. Governors are involved in deciding school policies, allocating the school's budget and appointing senior staff. No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing body's work. In order to support governors in their work, the County Council provides full training for all governors at no charge to the individual.

The federated schools will need to have 2 parent governors who serve for a term of office of 4 years. The full governing body normally meets once a term or 6 times a year usually in the early evening.

If you would like to stand for election, please complete the attached form and return it to me by **Friday 7 July 2017**. Each person nominated must be proposed and seconded by a parent/carer who also has a child at the school. Anyone standing for election is invited to provide, with his/her nomination, a short personal statement (maximum of 100 words). The statement should only include biographical information, your reasons for wanting to be a parent governor and the contribution you believe you can make to the governing body.

If the number of nominations received is equal, or less than, the number of vacancies, the nominees will automatically be elected as parent governors. If, however, there are more nominations than vacancies, an election will be held and copies of the personal statements will be sent to all parents.

I do hope you will consider standing as a governor or else nominating another parent/carer.

If you would like more information about being a school governor, please contact another governor or myself for more information via the school office.

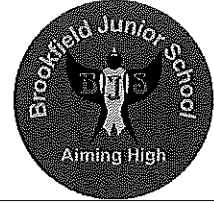
Yours sincerely

A handwritten signature in cursive script that reads 'P Woods'.

Mrs P Woods  
Executive headteacher



**The Flourish Federation -  
Brookfield Infant School and  
Brookfield Junior School**



**NOMINATION FORM**

**ELECTION OF PARENT GOVERNORS**

PLEASE RETURN THIS FORM TO EITHER SCHOOL OFFICE BY FRIDAY 7 JULY 2017

1. Name of the federation at which you work and to which nomination is being made -  
THE FLOURISH FEDERATION
2. Please complete IN BLOCK LETTERS

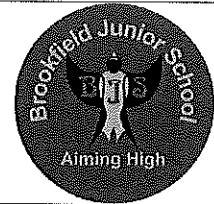
<b>YOUR Name and address</b>	
<b>YOUR Signature</b>	
<b>NOMINEE name and address</b>	
<b>NOMINEE Signature</b>	
<b>SECONDER Name and address</b>	
<b>SECONDER Signature</b>	

**We would ask that you include a statement of no more than 100 words to support you application.**

**This will be sent to the parents in the event that we have more applications than positions available**



**The Flourish Federation -  
Brookfield Infant School and  
Brookfield Junior School**



Please note:

- (I) Further nomination forms can be obtained from the Headteacher.
- (II) The term "parent" includes guardians, foster parents and any person who has actual custody of a child.
- (III) A person is disqualified from holding or continuing to hold office if that person:
- Is the subject of a bankruptcy restrictions order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989, a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
  - Has been removed from the office of charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body
  - A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when the person is:
    - included in the list kept under section 1 of the Protection of Children Act 1999(a) (list of those considered by the Secretary of State as unsuitable to work with children);
    - subject to a direction of the Secretary of State under section 142 of EA 2002(b) (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);
    - barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006(c);
    - disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000(d);
    - disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010(e) for child minding or providing day care;
    - Disqualified from registration under Part 3 of the Childcare Act 2006(f).
  - The nominee has been convicted, whether in the United Kingdom or elsewhere, of any offence and a sentence of imprisonment (whether suspended or not) has been imposed for a period of not less than three months without the option of a fine.
  - The nominee has been convicted of any offence and a sentence of imprisonment has been imposed on for a period of not less than two and a half years within 20 years preceding the date of appointment
  - The nominee has been convicted under section 547 of EA 1996(a) (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992(b) (nuisance or disturbance on educational premises) of an offence and has been sentenced to a fine.
  - A person is disqualified from holding or continuing to hold office as a governor at any time when the person refuses a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997(c) for a criminal records certificate.
  - **Anyone proposed or serving as a governor who is disqualified for one of these reasons must notify the clerk to the governing body.**