

20.9.2022

Dear Parent or Carer,

**Notice of Election for a Parent Governor at Tonge Moor Primary Academy**

The Governing Body of an Academy is made up of representatives from various groups of people; the constitution of our Local Governing Body requires two parent representatives to be on the Governing Body, and a vacancy has recently arisen. The Academy is now required to invoke the formal procedure to elect one parent governor for a four year term of office. Parent Governors can only be elected by the parents of registered pupils at the Academy.

The first stage of this process is to invite nominations for this office, and if more than one nomination is received, then an election will be necessary. Any election will be conducted within 28 days of the closing date for nominations. Parents will vote by completing a link to a Microsoft Form; we will request a short pen portrait from candidates if necessary.

My purpose in writing to you today is to invite you to consider standing in the election, or nominating someone else to stand. Before completing the link to the nomination form [HERE](#), please remember that:

- (a) The person nominated must be a parent of a pupil registered at the Academy for the academic year 2022/23,
- (b) The person nominated will be emailed a link to an online form to complete which gives their consent that he/she is willing to be a Governor,
- (c) Each person nominated must be proposed by a parent,
- (d) Father and mother are each entitled to vote and so may also independently be proposed and nominated,
- (e) All nominations should reach the Head of the Academy by 3.15 p.m. on Friday 7<sup>th</sup> October 2022**

Under certain circumstances (see page 2), parents are disqualified from holding office as a Governor.

If you are considering standing in the election and would like some more information (on the work involved in being a Governor, for example) please do not hesitate to get in touch with me.

Yours sincerely,

**N. Whittaker**  
Head of School

Head of School: Mrs N. Whittaker  
Tonge Moor Primary Academy, Brierwood, Bolton, BL2 2PF

Telephone: 01204 328994 Website: [www.tongemooracademy.org](http://www.tongemooracademy.org) Company Registered Number: 07628909

## Disqualifications

The following rules are specified in relation to the disqualification of a person from holding office as a governor of a School or Academy.

1. A person adjudged bankrupt or who has made a composition or arrangement with creditors is disqualified. The disqualification lasts until the person is discharged from bankruptcy and, in the case of a composition or arrangement, when debts are paid in full or in any other case, three years from the date on which the terms of the arrangement are fulfilled.
2. A person is disqualified if convicted of a crime anywhere within the past 5 years and sentenced to not less than 3 months' imprisonment without the option of a fine or in the past 20 years and sentenced to more than 2  $\frac{1}{2}$  years' imprisonment, or at any time sentenced to 5 years or more. Similarly a person convicted of and fined for an offence under section 40 of the Local Government (Miscellaneous Provisions) Act 1982 (causing a nuisance and disturbance on school premises) is disqualified.
3. Any governor (other than an *ex officio* or temporary governor) who fails to attend meetings for a continuous period of six months shall be disqualified but may be reappointed or re-elected.
4. A teacher or other employee of the School or Academy elected to be a governor, shall be disqualified upon *ceasing to be employed* at the School or Academy.

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