



9th March 2017

Dear Colleague

ELECTION OF STAFF GOVERNOR FOR MEADOW WOOD AND BREAKSPEARE SCHOOLS' FEDERATION

Breakspeare School and Meadow Wood School will have a new governing board for their Federation. The Federation governing board will start their work on 15th May 2017.

There is a vacancy on the governing body of the Federation of Breakspeare and Meadow Wood Schools for a Staff governor. I am writing to invite self-nominations for this position. If you wish to nominate yourself, please complete the enclosed form and return it to the school office **by 12 noon on Thursday 23rd March 2017**.

Nominations must be seconded by another member of the school staff.

You are asked to give, on the nomination form, brief details about yourself (**80 words maximum**) which will be made available with the ballot paper in support of your candidacy.

If the number of candidates is less than or equal to the number of vacancies then those candidates will be deemed elected unopposed.

If it is necessary to hold an election, ballot papers will be sent/given to you on 24th March 2017.

Anyone paid to work at this school, whether full- or part-time, is eligible to stand as a candidate and to vote. Supply staff however are not eligible to stand or to vote.

The term of office of a staff governor will be decided by both schools governing boards. This is likely to be 4 years, at the end of which the member of staff can stand for re-election. If the staff governor resigns from the school staff he/she ceases to be a staff governor and a vacancy arises.

The ballot if needed to be held will be secret. The result will be posted on the staff noticeboard and via emails (and notified by letter/email to absent members of staff and the governors).

If there is any question about eligibility to stand or to vote, or about the content of this letter, please ask me.

Yours sincerely

Merja Paakkonen
Interim Executive Head teacher for Breakspeare and Meadow Wood Schools and Returning Officer