



**SOUTH FARNHAM EDUCATIONAL TRUST**  
BUSBRIDGE INFANT SCHOOL  
Hambleton Road Godalming GU7 1PJ  
Headteacher: Mr Darren Heatley  
Telephone 01483 417898 E-mail: info.busbridge@sfet.org.uk

18 October 2024

Dear Parent/Carers

### GOVERNING BODY OF BUSBRIDGE INFANT SCHOOL

We are seeking nominations for parents to stand for election as a parent governor of Busbridge Infant School.

Parent governors are elected as directed by the SFET Articles of Association. Nominations for parent governor vacancies are made by parents/carers of pupils registered at the school. Should there be more nominations than vacancies a secret ballot will be held. Parents/carers of registered pupils 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 pupil of the school.

Parents are invited to submit nominations to the Headteacher using the enclosed nomination forms. Each person must be proposed and seconded by parents of registered pupils presently attending the school and the nominee must also be a parent and signify his or her willingness to stand for appointment or election.

The governing body has a vital role to play and relies on a team approach with each individual contributing a range of skills and experience.

Please note - a person is disqualified from election or appointment as a parent governor of a school if they work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in a school year (at the time of election or appointment).

The nomination form must be returned by 4 November 2024. No nomination will be accepted after that date. 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 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 Governor(s) is set out below.

18 October 2024	Parents' letter with nomination forms sent via Newsletter.
4 November 2024	Last day/time for returning nominations.
8 November 2024	Ballot paper/online voting link sent to parents ( <i>If applicable</i> ).
15 November 2024	Date of count of ballot papers.

Nominations must be submitted to Melanie Alexander, Clerk to the Governors by 4pm on 4 November 2024 either via the school office or e-mail clerk.busbridge@sfet.org.uk.

Yours sincerely

Darren Heatley  
Headteacher

South Farnham School | Highfield South Farnham | The Raleigh School | Wallace Fields Infant School  
Busbridge Infant School | Great Bookham School | Brighton Hill Community School | Surrey South Farnham SCITT |  
Teaching School Hub

South Farnham Educational Trust  
Registered Office: South Farnham School, Menin Way, Farnham, Surrey GU9 8DY  
Company Registration Number 07652902 (England and Wales)





**SOUTH FARNHAM EDUCATIONAL TRUST**  
BUSBRIDGE INFANT SCHOOL  
Hambledon Road Godalming GU7 1PJ  
Headteacher: Mr Darren Heatley  
Telephone 01483 417898 E-mail: info.busbridge@sfet.org.uk

South Farnham School | Highfield South Farnham | The Raleigh School | Wallace Fields Infant School  
Busbridge Infant School | Great Bookham School | Brighton Hill Community School | Surrey South Farnham SCITT |  
Teaching School Hub  
South Farnham Educational Trust

Registered Office: South Farnham School, Menin Way, Farnham, Surrey GU9 8DY  
Company Registration Number 07652902 (England and Wales)





**SOUTH FARNHAM EDUCATIONAL TRUST**  
BUSBRIDGE INFANT SCHOOL  
Hambleton Road Godalming GU7 1PJ  
Headteacher: Mr Darren Heatley  
Telephone 01483 417898 E-mail: info.busbridge@sfet.org.uk

## NOMINATION FORM FOR PARENTS

### Busbridge Infant School - Parent Governor Elections

#### 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

---

##### Seconder

Name and Address (please print)

Name/s of child/children

---

---

---

---

---

---

Seconder's Signature

---

South Farnham School | Highfield South Farnham | The Raleigh School | Wallace Fields Infant School  
Busbridge Infant School | Great Bookham School | Brighton Hill Community School | Surrey South Farnham SCITT |  
Teaching School Hub

South Farnham Educational Trust  
Registered Office: South Farnham School, Menin Way, Farnham, Surrey GU9 8DY  
Company Registration Number 07652902 (England and Wales)





**SOUTH FARNHAM EDUCATIONAL TRUST**  
BUSBRIDGE INFANT SCHOOL  
Hambledon Road Godalming GU7 1PJ  
Headteacher: Mr Darren Heatley  
Telephone 01483 417898 E-mail: info.busbridge@sfet.org.uk

**Nominee's Personal Statement (not more than 100 words)**

This form should be returned to Melanie Alexander, Clerk to the Governors of Busbridge Infant School by 4 November 2024.

South Farnham School | Highfield South Farnham | The Raleigh School | Wallace Fields Infant School  
Busbridge Infant School | Great Bookham School | Brighton Hill Community School | Surrey South Farnham SCITT |  
Teaching School Hub

South Farnham Educational Trust

Registered Office: South Farnham School, Menin Way, Farnham, Surrey GU9 8DY  
Company Registration Number 07652902 (England and Wales)

