**School Finance Team**

**Chief Executives Department**

**Schools Forum Governor Representatives – Summer 2024 Election**

The Schools Forum is a key consultation group, especially in all aspects of resourcing schools in relation to school budgets.

There are 31 members of the Schools Forum, 23 members are head teachers and governors of maintained schools and academies.

The Forum meets on average 8 times per year; the timings of the meetings are usually 2.00 pm on Friday afternoons and are usually held on MS Teams.

Of the representatives there are currently the following positions available for election:-

**3 maintained primary governors**

**1 maintained secondary governors**

**1 maintained special governor**

The term of office is 4 years to commence from 1 September 2024, unless a ballot is necessary.

The Chair of the Schools Forum is Dominic McKeon who is the Head Teacher of Little Lever Secondary school.

**Election Procedure**

Maintained school Governors are invited to be nominated to fill the vacant positions. Those governors, interested in standing for the positions, should complete the attached form and have the Chair of the Governing Body they are wishing to be nominated by, countersign the form or include an email as confirmation. The form should be sent to the email address overleaf by **Friday 19 July 2024** at **4.00 pm**.

Following receipt of all nominations by the stated closing date and time, if there are the same number of nominations for the positions available, those governors would be duly elected. If, however there are more nominations than the post available, a ballot will be held.

In the case of a ballot all maintained Clerks to Governors will receive a ballot form for their Governing Board with the details of the candidates wishing to stand, and following a vote by the Governing Body in the summer term, the Clerk will be requested to complete and return the ballot form on their behalf. Votes must be received by the stated closing date and time (further information will be circulated at a later date if a ballot is necessary).

The candidates with the greatest number of votes will be duly elected and notification of this will be provided to governors via the appropriate channels.

If you would like further information on the role of the School Forum governor representatives or have any queries or comments about the election process, please contact Mrs Julie Edwards, LA School Finance Manager on 01204 332035 or email [julie.edwards@bolton.gov.uk](mailto:julie.edwards@bolton.gov.uk)

**School Finance Team**

**Chief Executives Department**

**School Forum Maintained Governor Representative**

**Nomination Form – Summer 2024**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title & Full Name:** |  | | |
| **Telephone (Home):** |  | **Telephone (Work):** |  |
| **Telephone (Mobile):** |  | **E-mail Address:** |  |
| **Home Address (including postcode):** |  | | |
| **School(s) at which a governor:** |  | | |
| **Category of governor:** |  | | |

**Please use the box below to give additional information in support of your application (continue on a separate page if necessary – maximum 200 words).**

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|  |

**\*Please note that appointment information and personal statement will be shared among all Bolton school governors should an election be necessary.**

**Nominated By:-**

Chair’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

*Please return completed form by* **Friday 19 July 2024** at **4.00 pm** *to:*

***Julie Edwards - Schools Finance Manager***

***Schools Finance Unit***

**Chief Executives Department**

***Bolton Council***

***1st Floor, Town Hall***

***Victoria Square***

***Bolton, BL1 1RU Email: julie.edwards@bolton.gov.uk***