



JHU/KHA

19th September 2025

Dear Parents/Carers

Re: Election of a Parent Governor

I am writing to invite you to stand for election as a parent governor or nominate another parent to do so. In our school we have provision for two parent governors and there is currently only one in post therefore we have a vacancy.

The Governing Body, with the Headteacher, has overall responsibility for the running of the school. The Governing Boards have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding the Headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

The role of a Governor can be demanding but very rewarding. Parent governors serve a four-year term of office and under usual circumstances, can expect to spend between 10 and 20 days a year on governing duties. These include:

- attending meetings of the Governing Board, usually outside of school hours and contributing to governing board business.
- reading reports and papers and keeping up to date on the progress the school is making; and
- visiting the school from time to time during the school day.

You will be expected to sign a Governors' Code of Conduct, and to have:

- a strong commitment to the role and improving outcomes for children.
- the inquisitiveness to question and analyse.
- the willingness to learn.
- good inter-personal skills.
- appropriate levels of literacy in English (unless a governing board is prepared to make special arrangements) and
- sufficient numeracy skills to understand basic data.

No special qualifications are needed. However, a DBS check is a statutory requirement and must be applied for within 21 days of election/appointment. 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. Training is available for all governors and this Governing Body has an expectation that those new to being a governor will attend induction training.

Parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in these elections. Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election, please complete the enclosed nomination form and return it to the school no later than **Friday 3rd October 2025 at 9.00 am**. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted, but if you are nominating another parent, please seek their prior consent. If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

We must stress that new statutory guidance advises that the Governing Body publishes online for each governor certain information including their full name, relevant business interests, whether a governor serves on another governing board and relationships with staff in the school. There is a statutory requirement for all governors to have a DBS check and you would be expected to abide by and sign a code of conduct.

May I take this opportunity to thank you in advance for your support in this matter. It really is important for us to have a Parent Governor within our Governing Body to allow parents, valued thoughts and perspectives to be considered when Governors make strategic decisions for the school.

Yours sincerely

Ms J Hunter
Headteacher