

Dear parent(s)/carer(s),

24/09/2025

I am writing to inform you of 2 vacancies for the role of parent governor on our governing board.

The role of the governing board

The school's governing board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational and financial performance.

The board is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils.

The role of a parent governor

As a parent governor, you'll work with the board to ensure it effectively carries out its statutory duties. You'll play a vital role in bringing a parental perspective to the governing board, helping it understand the views and concerns of parents. However, it's important to remember that you are not there to speak 'on behalf' of the parent body. Your role is to contribute as an individual member of the board, and you must remain impartial representing the best interests of all pupils and the school as a whole.

To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for children
- Good interpersonal skills, curiosity, and a willingness to learn and develop new skills
- The specific skills required to make sure the governing board delivers effective governance

The governing board is keen for candidates to have skills in the following:

Human Resources

Finance

Legal

Expectations of governors

Make sure candidates fully understand what is expected of them in their role by outlining your expectations, including:

- Attendance at meetings
- Maintaining confidentiality
- Committing to training
- Visiting the school
- Their term of office

If you join our governing body, you will serve for a (four year) term. Being a governor does take up time. There are 6 governing body meetings each year. You will need to set aside time to be able to be an effective governor: time to prepare for meetings, for visiting the school or meeting colleagues on behalf of the governing body, as well as undertaking training and updating your skills. The governors are asked to sign up annually to a Code of Conduct.

How to apply

If you're interested in applying for the role, please complete the candidate and self-eligibility declaration forms attached to this letter which need to be completed by Thursday 2nd October 2025.

[PARENT GOVERNOR NOMINATION FORM](#)
[ELIGIBILITY SELF DECLARATION FORM](#)

If we receive more applications than there are vacancies, a secret ballot will be carried out. We will inform you closer to the time if we have to do this.

If you have any queries about this process or would like to find out more about the role, please contact Mr Hampson

Yours sincerely,

Mr Hampson
(Clerk to Governors)

Who can stand as and vote for parent governors

The definition of a parent in education legislation includes:

- all natural parents whether they are married or not;
- any person who, although not a natural parent, has parental responsibility for a child or young person and;
- any person who, although not a natural parent, has care of a child or young person

Parents who are **NOT** eligible to stand in parent governor elections are:

- parents who are paid to work at the school for more than 500 hours in any consecutive 12 month period at the time of election.

How to nominate yourself

If you would like to put your name forward, you must complete a nomination form and a self-declaration form.

You should use the space provided on the form to write a brief personal statement to support your nomination.

The statement should be of sufficient length to set out:

- evidence of the extent to which you possess the skills and experience the governing body desires;
- your commitment to undertake training to acquire or develop the skills to be an effective governor;
- if seeking your re-election, details of your contribution to the work of the governing body during your previous term of office; and
- how you plan to contribute to the future work of the governing body.

Depending on the number of vacancies (2)

If there is only two nominations the candidates will be elected unopposed.

If there is more than two nomination, an election will take place. The statements of all candidates will be typed in a standard format and circulated to all parents with a ballot paper.