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Wednesday 9th September 2026

Dear Parents/Carers,

PARENT GOVERNOR ELECTION

I am writing to you to invite you to stand for election as a parent governor, or nominate another parent/carer (with their permission) to do so. In our school we currently have provision for two parent governors of which there is one vacancy. This vacancy has arisen due to one of our valued governors standing down due to a change in their work commitments.

The Governing Body, with the Head Teacher, has overall responsibility for the running of the school. The role of a school governor is to contribute to the work of the Governing Body which has three core strategic functions:

1. ensuring clarity of vision, ethos and strategic direction;
2. holding the Head Teacher to account for the educational performance of the school and its pupils
3. overseeing the financial performance of the school and making sure its money is well spent.

The role of governor can be demanding but very rewarding. Staff governors serve a **4-year term of office** and under usual circumstances, can expect to spend between 10 and 20 days a year on governing duties. These include, but are not limited to, the following:

- attending meetings of the governing body or its committees, usually outside of school hours and contributing to governing body business;
- reading reports and papers and keeping up to date on the progress that 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 –the most important thing being to have a keen interest in the school and be prepared to play an active part in the Governing Body's work.

In addition to be above, we would particularly welcome nominations from candidates with the following skills (taken from an NGA annual audit of Governance):

STRATEGIC LEADERSHIP	• Experience of being a governor at a school or board member in another sector (inc. experience of chairing) • Awareness of key aspects of national education policy, e.g. school funding, curriculum etc
ACCOUNTABILITY	• Experience of financial planning, monitoring, decision making, compliance and control within the school sector. • Experience of human resource (HR) policy and processes (either within or outside of the school sector) • General experience of preparing for and responding to inspection and oversight (either within or outside of the school sector)
COMPLIANCE	• Experience of complying with legal, regulatory and financial frameworks and statutory guidance

Training is available for all governors and the Governing Body has an expectation that those new to school governance attend the free induction training.

Nominations can only be accepted from parents or carers who have children registered at the school on the day that nominations close. The enclosed sheet summarises the circumstances under which someone cannot serve as a governor.

If you would like to stand for election, please complete the enclosed nomination form and return it to the school no later than **9.00am** on **WEDNESDAY 16th SEPTEMBER 2026**. You may also include a personal statement to support your nomination which should be no longer than 250 words and we encourage candidates to be succinct when setting out the skills, experience and attributes that they can bring to the Governing Body to support their nomination. Self-nominations will be accepted, but if you are nominating another parent/carer please seek their prior consent.

If there are more nominations than vacancies then an election will take place. If a ballot is necessary, voting papers will be sent to all members of staff together with details of the ballot procedure.

We must stress that 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. All governors are expected to abide by a code of conduct.

To find out more about our school's governing body (i.e. frequency of meetings etc) and the Boards' code of conduct please contact myself, Angela Forrester (Clerk) or Kyshia Obi (Chair of Governors) via the school office.

May I take this opportunity to thank you in advance for your support in this matter.



Jamie Barry (Head Teacher)
Returning Officer

Enc. Nomination form
Governor disqualification details



NOMINATION FORM for the election of parent governors

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election:

Name: _____

Address:

Signature of person nominated: _____

Signature of proposer (if different to nominee): _____

Name and address in BLOCK letters of proposer (if different to nominee):

Please complete your personal statement (maximum 250 words) below.

You may wish to refer to the Role of Governor Description when writing your statement

We encourage candidates to read the nomination letter carefully and be succinct when setting out the skills, experience and attributes that they can bring to the Governing Body to support their nomination.

Your personal statement will be provided to each person who is eligible to vote.

Completed nomination forms must be returned to the school by **9.00am on WEDNESDAY 16th SEPTEMBER 2026.**

I wish to submit my nomination for the election of parent governor

I confirm (i) that I am willing to stand as a candidate for election as a parent governor and (ii) that I am not disqualified from holding office for any of the reasons set out in the School Governance Regulations.

Signature _____

Date _____

Qualifications and disqualifications to serve as a school governor

As a staff governor, you:

- cannot hold the office of chair or vice-chair of the governing board (but you **can** chair committees)
- must withdraw and not take part in discussions relating to the appraisal or pay of any school employee. However, this doesn't apply to the Head Teacher, who should be involved in discussions about staff pay but not about his or her own pay
- cannot take part in the Head Teacher's appraisal
- cannot be a local authority governor

A governor must be aged 18 or over at the time of his/her election or appointment and cannot hold more than one governorship at the same school.

A person is disqualified from holding or continuing to hold office as a governor if they:

- are a registered pupil at the school
- fail to attend their meetings for 6 consecutive months
- are the subject of:
 - ✓ A bankruptcy restrictions order, or an interim bankruptcy restrictions order
 - ✓ A debt relief restrictions order, or an interim debt relief restrictions order
 - ✓ An undischarged sequestration
- are disqualified from being a company director and/or a charity trustee
- have been removed from office as an elected governor within the last 5 years
- are included in the list of those unsuitable to work with children
- are disqualified from working with children, barred from regulated activity and/or disqualified from registering for childminding or providing daycare
- have been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a governor or since becoming a governor
- have received a prison sentence of 2 and a half years or more in the 20 years before becoming a governor
- have at any time received a prison sentence of 5 years or more
- have been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a governor
- refuse a request by the clerk to make an application to the Disclosure and Barring Service (DBS)

This is set out in schedule 4 of The School Governance (Constitution) (England) Regulations 2012 and statutory guidance on these regulations.

ANYONE PROPOSED OR SERVING AS A GOVERNOR WHO IS DISQUALIFIED FOR ONE OF THE ABOVE REASONS MUST NOTIFY THE CLERK TO THE GOVERNING BODY.