ST JAMES CATHOLIC PRIMARY SCHOOL, HEBBURN

4th November 2026

Dear Parents and Carers

PARENT GOVERNOR VACANCY

As you may be aware nominations are required for **ONE** Parent Representative to the Local Governing Committee (LGC) of St James Catholic Primary School, Hebburn, to serve 4-years from date of appointment.

The three core functions of a governing body are:

- To ensure that the school has a clear vision, ethos and strategic direction;
- To hold the Headteacher to account for the educational performance of the school and its pupils;
- To oversee the financial performance of the school and making sure its money is well spent.

I feel sure that there are parent and carers who will want to contribute to the development of the school by becoming a member of the LGC. All parents and carers of children currently on role in school are entitled to be nominated or nominate a Parent or Carer and vote in any subsequent election in this process.

The timetable for electing the new representative is as follows:

a) **NOMINATIONS** to the Headteacher by 12pm on Friday 20th November
If more nominations are received than there are vacancies, an election will be held.
b) **ELECTION** will be held, commencing Monday 30th November 2026
c) **RESULTS** will be declared by 12pm on Monday 14th December 2026

The Nomination Form has been shared with this letter, and paper copies can be collected from the school office.

Before nominating or seconding someone, you must ensure the person is willing to be nominated. Anyone who agrees to be nominated must sign the statement of acceptance on the nomination form. Information concerning disqualifications from standing for election are given on the nomination form.

Yours sincerely

Mrs F. Heslop
Headteacher

Mrs Francesca Heslop
Headteacher
BSc (Hons) P.G.C.E.

Email:
info@stjameshebburn.co.uk
Tel: 0191 4832672

Solway Road,
Hebburn
NE31 2BP

Bishop Chadwick Catholic Education Trust

LiveSimply
Artsmark Gold Award Awarded by Arts Council England
HealthySchools
KIDSAFE UK