

Stoke Prior Primary School



Open letter to all parents and carers Stoke Prior Primary School
08/12/2025

Parent Governor Vacancy

Our Local Governing Board has provision for two Parent Governors and one position will soon be vacant. I am assigned as the returning officer who is responsible for parent governor election arrangements, and am writing to invite you to consider standing as a parent governor, or to nominate another parent/carer to do so.

Parents and carers of our pupils have a very specific interest in the school which provides unique and valuable input at board level. All parents/carers with children enrolled in our school on the nomination closing date are eligible, and very much encouraged, to take part in the election. There are some disqualifications, and the enclosed sheet summarises the circumstances under which someone *cannot* serve as a governor; in addition to these, 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 also not eligible to stand in these elections. All other parent/carers are eligible however, and we hope that you will consider taking up the role. A parent governor is elected to serve in a voluntary capacity for a maximum of 4 years, though may stand for re-election after this time if they still have children in the school.

The governing board, with the headteacher, has overall responsibility for the running of the school. 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
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No special qualifications are required for the post and the most important thing is to have commitment to make a positive and active contribution to the governing board; this will inevitably include some out of hours/evening meetings. Training is available for all governors and there is an expectation that those new to school governance attend free induction training, safeguarding training, as well as any other training that may be required throughout the year.

If you would like to nominate yourself (or another parent), please complete the attached nomination form and return it to me **within ten school days** of the date of this letter, i.e. before Tuesday 6th January. Please be aware if you are nominating another parent/carer you must obtain their prior consent, and they must sign the form. If there is more than one nominee, the candidate will be decided

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by election. The nomination form has space to provide a brief personal statement (maximum 250 words) which will be included with ballot papers should an election be necessary. Votes would then be cast by parents/carers, with all eligible parent/carers having one vote each.

I do hope you will consider standing as a governor yourself or nominating someone else. If you would like more information about the process or about being a school governor generally please let me know.

Yours faithfully,

Anne Dawson

Anne Dawson
Returning Officer.