



9 October 2025

Dear Parents / Carers,

Further to my letter in the summer term, I am writing to invite you to stand for election as a parent governor of Wallace Fields Junior School to fill the vacancy which will arise when Sarah Watson's term of office ends on 21 October 2025. I would like to take this opportunity to record thanks to Mrs Watson and the parent governors who stepped down at the end of last term, Gareth More and Lawrence Matthews.

The Governors were delighted to welcome the new parent governors, Maliha Carey and John Burns, who were elected at the end of the summer term.

The Governing Body at Wallace Fields Junior School provides support and challenge to the leadership of our School, supporting it to achieve the best outcomes for all pupils. All members of the Governing Body have three strategic functions:

- developing the vision, ethos and strategic direction of the school,
- holding school leadership to account for the performance of the school and staff
- ensuring sound, proper and effective use of the school's financial resources.

Governors are not responsible for the day-to-day internal organisation, management and control of the school.

Governance relies on a team approach with everyone contributing a range of skills and experience. No special qualifications or previous governance experience is needed to be a governor but good interpersonal skills and the desire to contribute to effective governance to support the interests of all our pupils are essential. The Governors are committed to diversifying the board so that it truly reflects the community that we serve. We welcome applicants from underrepresented groups including but not limited to race, disability and sexual orientation as we believe that would add significant value to the governing body in our pursuit of creating a thriving environment for all pupils.

There is lots of training available to support your development as a governor and you must be committed to completing safeguarding training at least annually and ongoing governor training as well as attending full Governing Body meetings, any committees to which you are appointed and carrying out school visits to learn about the school as required. This governing body has an expectation that those new to governance attend complete induction training.

The small print- eligibility, requirements and procedure

The School Governance (Constitution) (England) Regulations 2012 summarises the eligibility criteria and circumstances under which someone cannot serve as a governor. In addition, 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/guardians) with children registered at the school on the day that nominations close. See summary on the website.

Governors must agree to abide by the Governing Body's Code of Conduct Information about being a parent governor, eligibility and the protocol for governor removal are provided for your information. <https://wallacefields-jun.surrey.sch.uk/our-school/governors>. If elected, you will be subject to the Disclosure and Barring Service checks and Section 128 check.

If you would like to stand for election, please complete the enclosed nomination form and return it to the school by 3pm on Thursday 23 October 2025. You must include a short personal statement to support your nomination and set out your skills and experience, how you believe you can contribute to the future work of the Governing Body, confirm your commitment to undertake training and if you are a previous governor, details of your contribution to the work of the Governing Body during your previous term of office. Parent Governors can serve for a term of up to four years irrespective of how long their child remains as a registered pupil of the school.

If, at the cut-off date for nominations on 23rd October 2025, there are more nominations than vacancies, a ballot will take place, and I will advise you if this is to be the case. If that is necessary, voting papers will be sent to all parents together with details of the candidates and the ballot procedure. The ballot will close 10 days after ballot forms are issued, a count will take place, and the result of the election will be made within 1 day of the count. All candidates are entitled to be present at the ballot count although you are not required to do so, and the result of the ballot is not affected if you do not attend.

Summary timetable

To summarise, the timetable for the election of the Parent Governor is set out below.

Thursday 9th October 2025 – Notice of election to parents, with nomination forms and supporting documents provided to parents.

Thursday 23rd October 2025 - Nomination forms to be returned by 3.00 pm

If a ballot is necessary, documents will be sent out after half term.

Becoming a parent governor is an ideal opportunity for you to contribute to and support our School. If you would like to know more about the role and speak to any of our current parent governors, please contact our Clerk to Governors on tjones@wallacefields-jun.surrey.sch.uk

We very much look forward to hearing from you.

Yours sincerely

Mr. S. Lee

Headteacher and Returning Officer