



Friday 22 May 2026

Dear Parents

## **Parent Governor Vacancy on the Governing Board**

I am writing to let you know that we currently have **ONE** vacancy on our Governing Board to serve as Parent Governor as Laura Whitby will be leaving the board. A huge thank you to Laura for all her fabulous contributions to the governing board in her role as parent governor over the time she has served.

This role as parent governor will start as soon as possible once the nomination and possible election process has taken place.

The role of a governor is very important yet rewarding and the time governors give is very much appreciated by the school. However, as always, we need people who have the time and willingness to take on the role and responsibilities of a governor. Such responsibilities will include: attending Full Governing Board meetings each month (Monday at 5:30pm), taking on a subject or area of responsibility to strategically monitor and making an active contribution to the work of the Governing Body through school visits and working parties.

The position is open to all our parents and, if applicable, is regardless of any military rank as, whilst we respect the rank structure of our community, all our parents hold equal status at our school.

It is important to note that a Parent Governor is key in gauging a parent perspective to any new initiatives that we are considering however, please note that it is not about gathering the views of other parents.

If you would like to know a little more about becoming a parent governor please do not hesitate to get in touch with one of our current Parent Governors would be very happy to speak with you about the role.

Parents may wish to nominate other parents for the role however, if you would like to take the opportunity to put yourself forward as a candidate, you may only do so the official form. Please complete the online form found at the link below by **3pm Friday 6 June 2026**.

**Online Nomination Link:** <https://forms.gle/21zLPiSdb66qgBHW8>

If the number of nominations is the same as the number of vacancies, candidates will be elected unopposed. If there are more nominations than vacancies, an election will take place.

Please think about taking on the role or suggesting someone who will do it well. We need committed and proactive Parent Governors to join the current team to help us continually improve and build on the fabulous work of the current Governing Board.

Yours sincerely,

A handwritten signature in black ink that reads 'Steph Fawdry'.

Steph Fawdry  
**Headteacher**

# GOVERNOR FACT SHEET

Do you have some time, energy and enthusiasm to commit to a voluntary post? Do you have the drive to help us on our journey to become an Outstanding School? Do you want to be part of a team that can really make a difference to the children at our school? If so, we need you!

## **Who can be a Parent Governor?**

All those who have parental responsibility and are over the age of 18 are eligible to stand for election, including parents who work at the school provided that they work for less than 500 hours per year when they are elected. "Parent" is defined as including "any individual who has or has had parental responsibility for, or cares or has cared for, a child or young person under the age of 18". It includes a person who the child lives with and who looks after the child, irrespective of what their relationship is with the child. This must be someone involved in the full-time care of the child on a settled basis. There are some circumstances that disqualify an individual from serving as a school governor - please read the list of disqualifications further in this factsheet.

## **What are the responsibilities?**

Parent Governors are elected by and from other parents and are vital to our governing body. They share equally with other governors the responsibility for carrying out the governing body's wide range of responsibilities.

Governors do not run the school day to day, as their role is at the strategic or policy-making level in the school. You do not have to be an expert on education to be a school governor; your role would be as a typical parent bringing a parent's perspective (not the views of other parents) to the running of the governing body and the school. We value the experience that all governors bring to the role.

## **What is the time commitment?**

If you join our governing body, you could (postings dependent of course!) serve for a three year term and you can continue to the end of the term of office even if your child leaves the school.

Being a governor does require some time commitment. There are eight to ten full governing body meetings each year - held at 5.30pm on a Monday at the school and there will need to be some time where you can come into school to monitor the priorities and

You will need to set aside some time to be able to be an effective governor: time to prepare for meetings, for visiting the school, undertaking training (including safeguarding and PREVENT) and updating your knowledge. However, whilst this may sound initially daunting, we are very happy to support you and there are courses led by the Local Authority both in person and online learning to support you in your role as well as fellow governors who will be very happy to support.

## **About the Governing Body**

The governing body consists of parent governors, staff governors, co-opted governors, LA appointed governors and associate governors. Our school has four parent governors. Parent governors have all the same powers and duties as other governors.

To be eligible to stand for election as a parent governor you have to have parental responsibility for a pupil at the school. Having "parental responsibility" is not limited to biological parents, but will cover you if you are a step-parent, foster parent, grandparent bringing up the child, or permanent partner of the child's biological parent. A few people cannot be school governors; those who have been made bankrupt or who have been in prison for certain offences may not serve for at least three years afterwards. School staff are ineligible to stand as parent governors if they are

employed for more than 500 hours per year. If you have any doubts as to your eligibility on any of these grounds, please contact the school office.

The child must be on the school roll at the time the election is held. However, parent governors do not have to resign if their children leave the school before their term of office has expired.

Although you don't need any educational experience or expertise, you should attend the free training course provided by Governor Services for newly appointed governors so that you are fully aware of your role.

## **Who can be a Governor?**

### **QUALIFICATIONS AND DISQUALIFICATIONS**

Schedule 6 of the Constitution Regulations covers the qualifications and disqualifications.

- ◆ A governor must be aged 18 or over at the time of their election or appointment and cannot be a registered pupil at the school.
- ◆ A person cannot hold more than one governorship at the same school.

A person is disqualified from holding or from continuing to hold office as a governor or associate member if he or she:

- ◆ is detained under the Mental Health Act 1983 during their period of office;
- ◆ fails to attend the full governing body meetings – without the consent of the governing body – for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex -officio governors);
- ◆ is subject to a bankruptcy restriction order or an interim order;
- ◆ has had their estate sequestrated and the sequestration order has not been discharged, annulled or reduced;
- ◆ is subject to:
  - a disqualification order or disqualification undertaking under the Company Directors Act 1986
  - a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
  - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
  - an order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- ◆ has been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of any body;
- ◆ is included in the list of people considered by the Secretary of State as unsuitable to work with children;
- ◆ is disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002;
- ◆ is disqualified from registration for child-minding or providing day care;

- ◆ is disqualified from registration under Part 3 of the Childcare Act 2006;
- ◆ has received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor;
- ◆ has received a prison sentence of two-and-a-half years or more in the 20 years before becoming a governor;
- ◆ has at any time received a prison sentence of five years or more;
- ◆ has been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor;
- ◆ refuses to allow an application to the Criminal Records Bureau for a criminal records certificate.

A governor must not also be the clerk to the governing body at which he or she is a governor.

Further information about being a school governor can be found on the school website in the 'Meet the Governors' area in the Community Section.