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Headteacher: Mrs T L Good BEd Hons, MA, NPQH

22nd September 2026

Dear Parent/Carer

PARENT GOVERNOR ELECTION

I am writing to invite you to stand for election as a parent governor. We currently have one vacancy for a parent governor.

All members of the Governing Body have three strategic functions:

- developing the vision, ethos and strategic direction of the school, and
- 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.

No special qualifications or previous governance experience is needed to be a governor although good interpersonal skills are essential.

You must be committed to safeguarding training at least annually, other on-going governor training and to working alongside other governors; attending governing body full governing body meetings any committees to which you are appointed and carrying out school visits to learn about the school as required. Training is available for all governors, and this governing body has an expectation that those new to governance attend free induction training.

Schedule 4 of 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.

Governors must agree to abide by the governing body's Code of Conduct. If elected, you will be subject to the usual Disclosure and Barring Service checks and Section 128 check.

If you would like to stand for election, please complete the enclosed nomination form (it can also be accessed electronically on the school website <https://ongarplace.ovw2.devwebsite.co.uk/page/?title=Governors&pid=16> and return it to the school no later than 7th October 2026 10 am. 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 parent governor seeking re-election, details of your contribution to the work of the governing body during your previous term of office.

If, at the cut-off date for nominations on 7th October 2026, 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 within 4 working days together with details of the ballot procedure.

The ballot will close 10 working 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. Please let the returning officer know if you wish to be at the count.

Yours faithfully

Mrs T L Good

Headteacher
Returning Officer



PARENT GOVERNOR ELECTION NOMINATION FORM

Please complete the information below IN BLOCK LETTERS (except for email) or access the electronic form on the school website

Name:		
Address:		
Email:		
No. of Children/s at the school		Year Group/s:

**please note your personal information is only used by the school as part of the election process.*

PERSONAL STATEMENT. Please provide information on your skills and experience and your reasons for applying to be a school governor **OR** if you are applying for re-appointment, evidence of the contribution you have made as a governor in your previous term. Statements should be no longer than **250** words.

I confirm that I am not disqualified from holding office for any of the reasons set out in the School Governance Regulations/ Eligibility Criteria.

I confirm that I am willing to undertake safeguarding and induction training and further ongoing training throughout my term of office.

By signing this form, I agree with all of the above statements and confirm that I understand the responsibilities of being a governor and also agree to abide by the governing body's Code of Conduct.

Signature Date

COMPLETED NOMINATION FORMS MUST BE RETURNED TO Mrs Good AT THE SCHOOL BY 7th October 2026 10am
Any nominations received after this date will not be considered