

Dear Parent/Carer,

25th September 2026

Election of Parent Governors

I write to inform you that there is a vacancy for a Parent Governor on the Our Lady of Grace Federated Governing Body which oversees both the Infant and Junior Schools. The Governing Body would like to invite you to consider standing for election as a Parent Governor. Parent/carers who are elected may hold office for a maximum of four years if they wish, even if they no longer have a child at the school.

All parent/carers* of children at the school are eligible to stand as candidates and vote in the elections. Each parent/carer will have one vote for the Parent Governor vacancy. The Governing Body, with the Headteacher, has overall responsibility for the running of the school. Governing Bodies 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; and
- overseeing the financial performance of the school and making sure its money is well spent.

No special qualifications are needed, the most important thing is to have a keen interest in the school and be prepared to play an active part in the Governing Body's work. In order to support Governors in their work full training is provided at no cost to the individual. The full Governing Body normally meets once per a term and would also be expected to participate in one committee meeting and undertake a school visit once per term.

If you would like to stand for election, please complete the attached form and return it to me within 10 school days by Monday 12th October at 4pm. You may wish to propose another parent and if so, please ensure that they are aware of your intentions; please also ensure that they sign the nomination form by way of confirmation. Before considering standing, please read '*Governor Qualification and Disqualification Criteria*' which is on the school website under: Newsletters and attached to this email.

Each person standing for election will be invited to provide following their nomination, a short personal statement (a maximum and strictly no more than 250 words). The statement could include biographical information, your reasons for wanting to be a Parent Governor, your skills and the contribution you believe you could make to the Governing Body.

If the number of nominations received is equal or less than the number of vacancies, the nominee will automatically be elected as Parent Governors; if there are more nominations than vacancies, a ballot (vote) will be held and copies of the personal statements will be sent to all parent/carers.

Please note that DBS checks are mandatory for all school Governors and that all Governors will need to complete a DBS check as part of the appointment process. If you would like more information about being a School Governor, please contact our Chair of Governors, Mary Cooper, or myself for more information via the school office. Further information on the role of Governors is available within the DfE's Governance Handbook - <https://www.gov.uk/government/publications/governance-handbook>

Yours faithfully,

Mrs P Bourne

Headteacher

*Some people who are not parents but who act as parents and take care of a child at the school may also be able to take part. If you or someone else living with you look after the child in this way, please contact me to check if you will be able to take part in the election.

**GOVERNING BODY OF
OUR LADY OF GRACE INFANT SCHOOL AND OUR LADY OF GRACE JUNIOR
SCHOOL**

Parent Governor Election

NOMINATION PAPER

I wish to nominate (please tick as appropriate):	Myself	
	Other parent	

If you are nominating yourself, please complete the section below as follows:

I confirm that I am a parent/carer* of a registered pupil at the school and that I accept the nomination and would not be disqualified from holding office as a governor of the school if elected. I acknowledge that all new parent governors are required to complete a declaration form and on request be subject to make an application to the Disclosure and Barring Service (DBS) for a DBS check:

Your name (please print):

Signed:

Date:

If you are nominating another parent, please ask them to complete the section below as follows:

I confirm that I am a parent/carer* of a registered pupil at the school and that I accept the nomination and would not be disqualified from holding office as a governor of the school if elected. I acknowledge that all new parent governors are required to complete a declaration form and on request be subject to make an application to the Disclosure and Barring Service (DBS) for a DBS check:

Name of parent nominated (please print):

Signed:

Date:

*Please note that the Education Act 1996 extends the definition of "parent" to include others who have "parental responsibility" for, or care of, a child or young person.

**Nominations should be received no later than 4pm on
Monday 12th October 2026.**