



Great Gaddesden C of E (VA) Primary School

'Treat others exactly as you would like to be treated' (Luke 6:31)

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ELECTION OF POSITION OF PARENT GOVERNOR FOR GREAT GADDESSEN CHURCH OF ENGLAND PRIMARY SCHOOL

Dear Parents/Carers,

We are writing to inform you that we have one vacancy for a parent governor on our school's governing body.

The governors of Great Gaddesden Church of England Primary School would welcome parents to apply for this position who are keen to support the school in its ongoing journey of improvement. The governors would appreciate applications from keen, reliable parents who want to support the school. In particular, we would like applications from parents with some knowledge of Finance, Health and Safety or Education. However, this is not essential, and the most important thing is that you are committed to supporting Great Gaddesden Church of England Primary School to continue to grow from strength to strength.

Effective governance is an important part of school life and governors work strategically, taking on the role of being a critical friend working alongside the school's leadership team. This role is voluntary and requires the annual commitment of attending three Full Governing Board meetings (including reading relevant papers beforehand), visits to the school as agreed, attendance at any committee meetings as required and any other activity or training as directed by the Chair of Governors.

If you would like to stand for election, please complete the following online form [Parent Governor Nomination – Fill in form](#) by **21st April 2026** .

Please be aware that regulations require everyone elected or appointed to a governing body to undergo pre-appointment checks which will include an enhanced DBS check, references and other relevant checks/declarations to be completed. This is to ensure the safety of the pupils. If you are elected and you subsequently decline to undergo such checks, you will disqualify yourself.

Please give brief details about yourself (not more than 80 words) on the form. If an election is needed these details will be copied and sent to all parents for voting purposes. Please note that the 80-word limit will be strictly enforced and result in additional wording being deleted.

If the number of nominations is the same as or less than the number of vacancies, then the people nominated will be deemed elected unopposed. If there are not enough nominations, the governing body has the duty to appoint parent governors to fill the remaining vacancy.

The governing body has determined that the term of office for a parent governor is 4 years. If you are elected, you may serve the full term of office even if your child leaves the school before your term of office finishes.

If an election is necessary, we will send you an online survey to complete on 24th April 2026.

Only parents of children registered at the school are entitled to stand or vote in the election. A parent who is paid to work at the school for more than 500 hours in a school year or is an elected member of the LA may not stand for election.

Each parent will be able to return one vote regardless of how many children they have at the school, and each parent will have one vote per vacancy. The ballot will be secret, and you will be notified of the result as soon as possible afterwards.

In most cases it will be obvious whether you are a parent. For the purpose of the election of a parent governor, a parent is:

Parents (including carers) of registered pupils at the school.” Parent” is defined for the purposes of the Constitution Regulations 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 or who looks after the child, irrespective of what their relationship is with the child. The reference in the definition must be someone involved in the full-time care of the child on a settled basis.

If you have any questions about whether you are eligible to stand or vote in the election or about anything else in this letter, please email the school office.

Yours sincerely,

Mr M. Beach

Headteacher

Mrs S. Pugh

Chair of Governors