



## College Town Primary School

Dear Parent/Carer,

### Notice of Election of Parent Governor

I am writing to let you know that there is a vacancy for a **parent governor** on the Governing Body of College Town Primary School, and to invite parents who wish to stand for election as a parent governor to put their names forward.

We know that parents are interested in the education of their children and share the school's commitment to ensuring the best possible education and opportunities for our pupils. One of the most significant ways to build on this is to volunteer to be a parent governor. Parent governors play an important role in ensuring that the parent viewpoint is represented in decision making.

The skills you have could be very useful to our Governing Body. Expertise in premises management, health and safety or procurement would be advantageous. If you are someone with the required skills, please consider applying.

The main role of the Governing Body is to provide the strategic direction for the school, to hold the headteacher to account and to ensure that the school budget is well spent.

Further information on what being a governor would involve in terms of your time and commitment can be found here [Bracknell Forest Governors Info`](#)

At College Town Primary School meetings are a mixture of face-to-face and virtual, which provides greater flexibility. Full, finance and staffing governor meetings are generally held on a Monday or Thursday evening (7-9 pm), with curriculum meetings being held during the mornings 9.30 am – 11 am (curriculum meetings are always at school). There is an expectation that governors will attend training provided free of charge by the local authority.

A person is disqualified from election or appointment as a parent governor if they are an elected member of the local authority (a Councillor) or if they work at the school for more than 500 hours in a consecutive period of 12 months (at the time of their appointment).

If you are eligible, and wish to stand for election as a parent governor, you should complete a nomination form, have your nomination supported by another parent or carer of a child also attending the school, and insert a personal election statement for circulation to voters as set out on the nomination form. Please return it to the school marked for the attention of the Returning Officer by the closing date and time

Nominations forms must be received by 30<sup>th</sup> June 2025 at 8.00a.m. No nomination will be accepted after that date and time.

If the number of nominations received does not exceed the number of vacancies, all those nominated will be appointed without a ballot. If there are more nominations than vacancies, a secret ballot will be held. Each parent / carer will be issued with a voting paper.

The following timetable will apply if it is necessary to hold a ballot:

- Last day for returning nominations: 30<sup>th</sup> June 2025 at 8a.m
- Ballot paper dispatched to parents: 1<sup>st</sup> July 2025
- Deadline for voting and date of count of ballot papers: 8<sup>th</sup> July 2025 at 8a.m

Prospective nominees are advised that they may be subject to a check by the Disclosure and Barring Service. Full details of eligibility and disqualification criteria are contained in the guidance for elections can be viewed at the school.

Yours sincerely

Returning Officer

Anne Duncan/Trudi Sammons

Clerk to Governors

College Town Primary School

<http://www.collegetownprimary.com>