



Blessed is the one who trusts in the Lord, whose confidence is in him.  
They will be like a tree planted by the water that sends out its roots by the stream.  
It does not fear when heat comes; its leaves are always green.  
It has no worries in a year of drought and never fails to bear fruit.

Jeremiah 17: 7 - 8

Tuesday 2<sup>nd</sup> September 2025

Dear Parent

## PARENT GOVERNOR VACANCY

I am writing to let you know that there is a parent governor vacancy on our governing board, and to ask for nominations.

The governing board, with the headteacher, has overall responsibility for the running of the school. The three core functions for all boards are;

- to ensure that the school has a clear vision, ethos and strategic direction;
- to hold the head teacher to account for the educational performance of the school and its pupils;
- to oversee the financial performance of the school and making sure its money is well spent.

You do not need any specific qualifications to be a governor. The most important thing is that you are interested in the success of the school and are prepared to play an active part in the work of the governing board. Parent governors are valued members of the team.

There are some circumstances under which someone cannot serve as a governor and these are detailed on the further information sheet attached to this letter.

Training and support will be available to help you develop into the role. This will include in-house mentoring and support as well as access to external governor training.

If you feel you can help in this capacity please complete the attached nomination form which will need to be completed and returned to the school by Monday 22<sup>nd</sup> September 2025 at 3.30pm. Paper copies can be obtained from the school.

You should be aware that successful candidates will be required to:

- undergo a Disclosure and Barring Service (DBS) check
- sign a governors' Code of Conduct
- provide details of relevant business and financial interests
- agree to the publication of some details on the school website and on the [Get Information about schools service](#).



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# The Federation of Middleham (VA) & Spennithorne (VC) CE Primary Schools

Executive Headteacher – Mrs Marie Mann

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If there are more applications than vacancies, an election will need to be held. Should this be the case, you will be contacted again with details of how you can vote and information about the candidates standing for election.

Further information about governors and the work they do can be found at  
<https://www.gov.uk/government/collections/local-authority-maintained-schools-governance>.

If you would like to know more about the role of a governor at our school please don't hesitate to contact me.

Yours sincerely

Mrs Marie Mann  
Executive Headteacher



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## Further information

### Eligibility

To be eligible to stand for election as a parent governor you must have parental responsibility for, or care for, a child or young person registered at the school on the date of the election. This date is deemed to be the closing date for the receipt of nominations, or the date on which the governor position becomes vacant, if elections are being carried out in advance.

### Disqualification

A parent is disqualified from standing for selection if they are:

- an elected member of the local authority
- paid to work at the school for more than 500 hours in any consecutive 12 month period
- Subject to any of the disqualifications under the School Governance (Constitution) (England) Regulations 2012. Full details will be supplied with the nomination papers.

### Term of office

The standard term of office is 4 years from the date of appointment. Parent governors may continue to serve their full term of office even if their child leaves the school.

### The role of the parent governor

The role of the parent governor is not as a spokesperson for the views of parents. They are the same as any other governor on the board, providing a 'parental viewpoint' ie representative parents rather than representatives of parents.

### Can you be removed from the role?

There are some circumstances where governors can be removed from their role. These include repeated non-attendance at meetings; and behaviours not in accordance with the code of conduct.

### Frequency of meetings and time commitment required

Half termly meetings in the evening plus visits into to school to meet with pupils, staff, external agencies (e.g. the Local Authority).



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