

# Cheapside CofE Primary School

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Interim Headteacher: Mrs Joanne Butler



Thursday 4<sup>th</sup> September 2025

Dear Parents and Carers,

There is a vacancy for a parent governor at Cheapside CE Primary School and if you are a parent / carer / have parental responsibility (please see definition [click here to read](#)) for a pupil on roll at this school, you have the right to stand as a candidate for parent governor election.

## What do school governors do?

The role of the governing body is to promote and ensure high standards of achievement, to ensure every child at the school fulfils his/her potential. It does this by ensuring:

- that the vision, ethos and strategic direction of the school are clearly defined
- that the headteacher performs their responsibilities for the educational performance of the school
- the sound, proper and effective use of the school's financial resources

The governing body also has legislative responsibility and strategic oversight for the school's safeguarding arrangements.

Governors bring a broad range of knowledge, experience and perspective to the table to enable the governing body to make well-researched and reasoned decisions in the best interests of the pupils at the school. There are no specific qualifications or experience required to be a school governor, however, it is important that governors are committed to the role and are prepared to attending governor training. If you would like to discuss or ask any questions about being a governor, please contact our clerk of Governors via the school office who can arrange for you to speak with another governor to explain the role.

## Governor meetings and training:

Governing body meetings are held twice a term in the evenings. The schedule of meetings for the rest of this academic year can be shared if required. Additionally, governor training takes place on Wednesday evenings. The expectation for the first year of governance is four training sessions to be attended (the governor induction programme). Subsequent years a minimum of two training courses are to be undertaken annually.

Our governors sign up to the governing body's code of conduct which is available on request. As well as attending evening meetings, every governor agrees to visit the school during the school day at least twice a year, to see school activities in action themselves.

## How to apply:

Please read the section at the end of this letter which explains the process. If you would like to apply, please complete the enclosed nomination form and write a short candidate statement to support your application. Please note that if your statement exceeds 300 words, we will be obliged to truncate it at exactly 300 words, for fairness to all candidates applying.

All completed forms and statements must be returned to me **by 12 midday on 23<sup>rd</sup> September 2025**. Late nominations cannot be accepted in accordance with fair election process. If you have any questions, please do get in touch with me via the School Office.

Yours sincerely,

**Lisa Leitch**  
**Returning Officer**

## Process for of Parent Governors

- As parent/carer/person with parental responsibility for a pupil at this school as at 1<sup>st</sup> September 2025, you have the right to stand as a candidate for parent governor election.

*Please note; there are some circumstances which disqualify applicants from being allowed to hold office as a school governor, please see 'Rules of Qualification to serve as a governor' [click here](#).*

- If you wish to stand, you may nominate yourself, or you can ask a fellow parent/carer to nominate you. In both cases, the nomination form needs to be completed and returned to Lisa Leitch via the school office, **by 12 midday on 23<sup>rd</sup> September 2025**.
- If there are more candidates than vacancies, a secret ballot will be held. If this is the situation, information on the ballot process being sent in due course to all those eligible to vote.
- If there are the same number, or fewer, candidates than vacancies, the candidate(s) will be elected unopposed.
- On the nomination form, candidates are asked to provide an election statement of up to 300 words to support their candidacy. If a ballot is held, this statement will be included on the ballot paper. If a candidate submits more than 300 words, the statement will be truncated at exactly 300 words to ensure a fair process.
- Candidates are also required to confirm that they do not meet any of the disqualification criteria when they submit their nomination (please see the top bullet point above).
- The term of office for the successful candidate is four years. If a parent governor's child leaves the school, the parent governor can continue to serve as a governor until the end of their term of office.
- Successful candidate(s) will be required to complete an enhanced DBS check, which is a condition of being a school governor. It is also a statutory requirement that governor details are published on the DfE's 'Get Information about Schools' website and on the school's website. In the case of the latter this includes disclosure of pecuniary and related party interests.

*Cheapside CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check will be sought from the successful candidate.*