

# Greenfields

## Community Primary School

“Excellence by everybody in everything”



Tuesday 29<sup>th</sup> April 2025

Dear Parent/Carer

### Election of Parent Governor

I am writing to invite you to consider standing for election as a parent governor of Greenfields Community Primary School. Parent governors serve for four years, although they may resign at any time. There is currently one parent governor vacancy on the Governing Body.

Together with the Head Teacher, governors have overall responsibility for the running of the school. The Governing Body has three core functions:

- To ensure clarity of vision, ethos and strategic direction;
- To hold executive leaders to account for the educational performance of the school and its pupils, and the performance management of staff; and,
- To oversee the school's financial performance and make sure its money is well spent.

The Governing Body usually meets six times per year, typically on a Thursday at 4.30pm for two hours. Governors are welcome to attend meetings either in person at the school or virtually (online) via Teams. Between meetings, governors carry out monitoring visits at times which are mutually agreed with school staff; these visits may be onsite or online as agreed by the Governing Body.

The governor role is varied and rewarding. No prior experience is needed as free training and ongoing support are given. The most important things are a keen interest in the school and a willingness to play an active part in the Governing Body's work.

If you would like to stand for election as a parent governor, please complete the enclosed form and return it addressed to the Head Teacher within 10 school days i.e. **by 3pm on Wednesday 14<sup>th</sup> May**. If you wish to nominate another parent, please ensure they are aware of your intentions and that they sign the nomination form by way of confirmation. Further nomination forms can be obtained from the school office.

Each person standing for election is invited to provide a short personal statement (max. 250 words) with their nomination. 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.

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## Contact us

Website - [www.greenfieldscps.kent.sch.uk](http://www.greenfieldscps.kent.sch.uk)

Telephone – 01622 758538

E-mail – [office@greenfieldscps.kent.sch.uk](mailto:office@greenfieldscps.kent.sch.uk)

If just one nomination is received by the deadline, that person will be automatically elected as a parent governor. If more than one nomination is received, a ballot will be held and a further letter will be sent out with details of that process.

Please note that there are certain circumstances in which individuals are disqualified from being a governor. Details of these disqualification criteria are enclosed with this letter, and prospective candidates should check that they are not in breach of these criteria before submitting their nominations. Governors are required to have Disclosure and Barring Service (DBS) and section 128 checks; these must be started within 21 days of appointment/election.

If you would like more information about the parent governor role, please contact Vanessa Stevens via [clerk@greenfieldscps.kent.sch.uk](mailto:clerk@greenfieldscps.kent.sch.uk).

Yours sincerely.

A handwritten signature in black ink that reads "Dan Andrews". The signature is written in a cursive style with a large initial 'D'.

Dan Andrews  
Head Teacher/Returning Officer