To: All parents of children at Broadway Junior School

PARENT GOVERNOR ELECTION

Date: November 2026

Dear Families,

Election for Parent Governor

One vacancies exist at your child's school for a Parent Governor on the Governing Board, with immediate effect. I am writing to you, on behalf of Education Services, to seek nominations for these Parent Governor positions.

Governors serve a term of office of 4 years, and the period would be served as long as your child remains a pupil at the school. You would be expected to attend Governing Board meetings at least twice per term, usually held in the early evening.

The Role of the Governing Board:-

The Governing Board is responsible for supporting and challenging the school leaders to maintain and improve the quality of education.

Working alongside the Headteacher, Governors' responsibilities include:

- attending meetings regularly and contributing to discussions. Governing Boards must meet at least three times per year.
- helping to establish the aims, policies and objectives of the school, and how standards of education can be improved
- helping to draw up the School Development Plan
- setting the school budget and monitoring expenditure
- ensuring that the national curriculum is implemented and hearing any complaints about its delivery
- appointing, promoting, supporting and disciplining school staff, and deciding their salaries
- acting as a link between the local community and the school
- producing an action plan after an OFSTED inspection and monitoring how the plan is put into practice
- considering cases of excluded pupils
- establishing a Performance Management Policy
- ensuring accountability

Expectations of Governors:

In exchange for the opportunity to influence the educational and life outcomes for our children, we ask that you:

- Attend meetings consistently
- Maintain confidentiality
- Commit to training and learning new skills
- Visit the school regularly

You do not have to be an expert in education to be a member of the Governing Board, and we value the contribution that all members bring to the role. Nevertheless, a key consideration in the appointment and election of all new governors should be the skills and experience the Governing Board needs to be effective. It is therefore important that all prospective governors for election or appointment understand the role of a governor and that they will be expected to adhere to a governance Code of Conduct.

How to apply:

If you would like to be nominated as a Parent Governor please complete the attached nomination form and return it to the school office no later than the end of the school day on **Friday 20th November 2026.** Hard copies can be made available upon request via the school office.

In the event that there are more nominations than vacancies, it will be necessary to hold a ballot.

It should be noted that the appointment of a Parent Governor will be subject to a satisfactory Disclosure and Barring Service check (DBS). Together for Children is responsible for processing these checks on school governors and candidates can be assured that all information is treated in absolute confidence, and processed in line with General Data Protection Regulation (GDPR).

Yours faithfully



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ELECTION OF A PARENT GOVERNOR TO THE GOVERNING BOARD OF BROADWAY JUNIOR SCHOOL

NOMINATION FORM – PARENT GOVERNOR ELECTION

You only need to complete this form if you wish to apply to become a Parent Governor of the above school.

Step 1

Before completing this nomination form, please carefully note the list of disqualifications below. If any of these apply to you, it will mean that you are ineligible to serve as a Parent Governor: -

You are disqualified from submitting an application if you:

a) Are not the parent of a registered pupil at the school at the time of your election.
b) Are the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order
c) Have been convicted of an offence, either within the UK or elsewhere, punishable by a sentence of imprisonment (whether suspended or not) without the option of a fine:
   (i) for a period of at least three months within the past five years; or
   (ii) for a period of not less than two and a half years during the past twenty years; or
   (iii) for a minimum period of five years.
d) Have been convicted of an offence under Section 40 of the Local Government (Miscellaneous Provisions) Act 1982 (nuisance and disturbance on education premises) or Section 547 of the 1996 Act, which took place on any school premises and were sentenced to a fine.
e) Employed in any capacity at the school for 500 hours or more per year
f) Are below the age of 18 years.
g) You have been removed from office as a charity trustee by order of the Charity Commissioners or the High Court.
h) Where at any time you are included in the list of teachers and workers with children or young persons whose employment is restricted (List 99/Barred List)
i) Where you have been disqualified from being a proprietor of an Independent School or for being a teacher or other employee in any school
j) Where a governor refuses a Disclosure and Barring Service check
k) Have been disqualified as a Parent Governor in another School in any Local Authority within the last 5 years

If, having read the above list of disqualifications, you are satisfied that you are eligible to serve as a Parent Governor, proceed to Step 2.

Step 2

Complete all of your details below:

Full Name (including title)	
Date of Birth	
Home Address	
E Mail Address	
Telephone Number	
Pupil Name / Year Group	

Step 3

You will need to get your nomination supported by another parent/carer of a pupil at the school:

Supported By:

Full Name (including title)	
Home Address	
E Mail Address	
Telephone Number	
Parent of the following Pupil / Year Group	
Signed	
Date	

Step 4

Declaration – I confirm that I am willing to stand for election as a Parent Governor of Broadway Junior School, and that I am not disqualified. I understand that I will be required to undertake a Disclosure and Barring Service (DBS) check	
Signed	
Date	

RETURN THIS FORM TO SCHOOL BY FRIDAY 20TH NOVEMBER 2026