



St. John's Catholic Primary School

Wingfield Road, Trowbridge, Wiltshire, BA14 9EA

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8th November 2023

Dear Parent/Carer

NOTICE OF ELECTION OF PARENT GOVERNOR: NOMINATIONS

There is one vacancy for a parent governor to serve on the governing body of this school. We are very keen to encourage parents (or people with parental responsibility) of registered pupils to nominate themselves to fill this place. Details of what you will need to do to be nominated are given below.

Parent governors are elected by parents and from parents and are vital to our governing body. They share equally with other governors the responsibility for carrying out the governing body's wide range of responsibilities. Governors do not run the school day to day, as their role is at the strategic or policy-making level in the school. You do not have to be an expert on education to be a school governor, your role would be as a typical parent bringing a parent's perspective to the running of the governing body and the school. We value the experience that all governors bring to the role.

If you join our governing body, you will serve for a four-year term and you can continue to the end of the term of office even if your child/children leave the school. Being a governor does take up time. There are six governing body meetings each year, and governors may serve on a committee. You will need to set aside time to be able to be an effective governor: time to prepare for meetings, for visiting the school, undertaking training and updating.

If you would like to take the opportunity to put yourself forward as a candidate, you may only do so on an official form, so please complete and email the nomination form to me by Monday 20th November 2023 via the email address below, or if you would prefer you can drop it off at the School Office.

If it is necessary for there to be an election, I will contact you to let you know about the arrangements.

Yours sincerely

Sally I'Anson
Clerk to the Governing body
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