



HOLMESDALE COMMUNITY INFANT SCHOOL

PARENT GOVERNOR ELECTION



24th September 2025

To the Parents and Carers of students attending Holmesdale Community Infant School

Dear Parents and Carers,

Election of a Parent Governor

I am writing to invite you to stand for election as a Parent Governor on our School Committee. The term of office of one of our current Parent Governors ends on 10th November 2025 and any members of the Parent Body that would like to stand for the position are therefore invited to submit a nomination form.

As part of Greensand Multi Academy Trust ("the Trust"), the School Committee, with the Headteacher, has responsibility for the running of the school. Governors are not responsible for the day-to-day internal organisation, management and control of the school; instead, the role of a Governor is to contribute to the work of the School Committee in ensuring high standards of achievement for all children and young people in the school. It can be demanding but very rewarding. Although good interpersonal skills are essential, no special qualifications or previous governance experience are needed to be a Governor; the most important thing is to have a keen interest in the school and be prepared to play an active part in the School Committee's work. Governors serve a four-year term.

Governors are expected to:-

- Have a real interest in education and developing positive outcomes for all children, enabling them to step into their greatness.
- Get to know the school, particularly its needs, strengths and areas for development, and be prepared to occasionally visit the school during the school day.
- Prepare for and attend meetings of the School Committee (and any working groups, where necessary) and actively contribute as a member of a team.
- Speak, act and vote in the best interests of the school and the Trust.
- Use their personal and professional skills to support the school.
- Respect all School Committee decisions and support them in public.
- Act within the framework of the policies of both the School Committee and the Trust and all legal requirements.
- Observe and follow the School Committee's Code of Conduct and confidentiality requirements.
- Commit to training and development opportunities, including induction and regular safeguarding training.

Statutory guidance requires the school's website to publish certain information about each Governor including their full name, relevant business interests, whether they serve on any other School Committee, and relationships with staff in the Trust. If elected, you will also be subject to the statutory Disclosure & Barring Service (DBS) & Section 128 checks.

Please note that Parent Governors must be a parent (or an individual exercising parental responsibility) of a registered pupil at the school at the time of their election or appointment.



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In order to be eligible to stand, a prospective Parent Governor:-

- must be aged 18 or over at the time of Election/their appointment;
- must have a child registered at the school at the time of Election/their appointment;
- cannot already be a Governor at the school when the term of office starts; and
- cannot have been paid to work for the school for more than 500 hours in a consecutive 12 month period at the time of the Election/appointment.

For the sake of clarity, an elected member of the local authority is eligible to stand to be a Parent Governor, providing that it is not a political appointment and providing that the individual does not present their political views should they be elected as a Parent Governor.

If you would like to stand for election, please complete and return the enclosed nomination form. You must include a short personal statement about yourself of not more than 250 words.

The timetable for the election of the Parent Governor is as follows:

Step 1	24 September 2025	Parents'/carers' letter with nomination form sent home via email.
Step 2	08 October 2025	Close of nominations: last date for returning nominations. Nominations to be received by 12 noon .
Step 3	11 October 2025	In the event there are more nominations received than vacancies available, an election will be held and a voting survey link will be sent to parents/carers.
Step 4	25 October 2025	Close of voting: the survey will close at 12 noon. Votes will be counted and the results announced as soon as practicable thereafter.

All nomination forms must be submitted to Malcolm Elliott, Clerk to the Governors & Returning Officer, by no later than 12 noon on 8th October 2025.

No nominations will be accepted after that date and time. If only one nomination is received by the deadline, the nominee will be appointed without a ballot. If there are more nominations than vacancies, a secret ballot will be held. I will advise parents and carers if this is the case and send voting papers, including candidates' statements, to all parents and carers electronically, together with details of the ballot procedure. Candidates are permitted to vote in the ballot and to be present at the ballot count.

If you have any queries about the role of Governor, please email either Greg Scott, Chair of Governors (chair@holmesdale.surrey.sch.uk) or myself (head@holmesdale.surrey.sch.uk).

Yours faithfully,

Sharon Mullarkey
Headteacher

Enc. Parent Governor Nomination Form