

Our ref: SDA / SS

5th October 2026



**HOLTE
SCHOOL**

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*"Dedicated to
learning as the
foundation for life"*

Dear Parent/Carer

Election of Parent Governors

I am writing to invite you to stand for election as a parent governor, or nominate another parent to do so.

In our school we have provision for two parent governors and there is currently **one** vacancy.

The governing board, with the headteacher, has overall responsibility for the running of the school. Governing boards have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

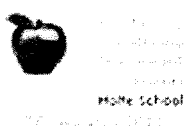
The role of governor can be demanding but very rewarding. Parent governors serve a 4-**year** term of office and under usual circumstances, can expect to spend between 10 and 20 days a year on governing duties. These include:

- attending meetings of the governing board, usually outside of school hours and contributing to governing board business;
- reading reports and papers and keeping up to date on the progress the school is making; and
- visiting the school from time to time during the school day to meet and support appropriate staff within the role of a Link Governor, as well as being prepared to participate in Governor Panels relating to student and staffing matters when needed.

You will be expected to sign a governors' Code of Conduct, and to have:

- a strong commitment to the role and improving outcomes for children;
- the inquisitiveness to question and analyse;
- the willingness to learn;
- good inter-personal skills;
- appropriate levels of literacy in English (unless a governing board is prepared to make special arrangements)
- sufficient numeracy skills to understand basic data.

Headteacher: Mr S Adams



No special qualifications are needed. However a DBS check is a statutory requirement and must be applied for within 21 days of election/appointment, and would be arranged by the school.

The most important thing is to have a keen interest in the school and be prepared to play an active part in the governing boards work. The Governing Board welcomes applicants who can contribute skills, knowledge or experience in areas such as education, SEND, human resources, safeguarding, finance, health and safety, or other related fields.

Training is available for all governors and this governing board has an expectation that those new to being a governor attend induction training.

Parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in these elections.

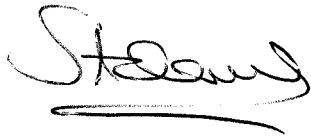
Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election please complete the enclosed nomination form **and place it in the parent governor ballot box in the school reception office no later than Tuesday 13th October 2026 - 3:30pm**. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted, but if you are nominating another parent please seek their prior consent. If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

We must stress that new statutory guidance advises that the governing board publishes online for each governor certain information including their full name, relevant business interests, whether a governor serves on another governing board and relationships with staff in the school. There is a statutory requirement for all governors to have a DBS check and you would be expected to abide by and sign a code of conduct.

May I take this opportunity to thank you in advance for your support in this matter.

Yours faithfully,



Mr S Adams

Headteacher

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