18th July 2025

Dear Families,

**Election of Parent Governors.**

We have an exciting opportunity for parents to join our team of Governors at Loxwood Primary School, as our existing Vice Chair of Governors & Parent Governor, Laura Walker, steps down at the end of the summer.

The structure of the governing body for this school provides for the appointment of at least 4 Parent Governors who are elected by the parents of pupils registered at the school and who are themselves, parents at the time when they are elected.

There is currently 1 vacancy for a Parent Governor on our full governing body.

Becoming a Governor is an incredible opportunity to make a meaningful impact on the lives of our students and the wider school community. As a Governor, you have the chance to play a key role in shaping the school’s direction, supporting its leadership team, and ensuring that every child receives the best possible education. You’ll be able to work alongside passionate educators, collaborate with fellow Governors, and contribute to making strategic decisions that help the school thrive. Not only is it a rewarding experience to see the positive changes you help bring about, but it’s also a chance to develop your own skills in leadership, governance, and community engagement. By becoming a Governor, you become a vital part of creating an environment where children can grow, learn, and succeed.

Our current Governing body consists of co-opted governors who are individuals from our local communities and school catchment areas who share a passion for children’s education. Amongst them are teaching professionals, business leaders, entrepreneurs and local ambassadors. We also have a co-opted Governor that is a liaison with the local authority.

We have a range of experienced and new parent Governors who are very much looking forward to having a new recruit to join them in representing parent voice. Our parent governors advocate for the experiences of children presently at Loxwood school and we are very grateful to them for their additional support.

Governors are required to attend 6 meetings each school year (bi-monthly) and will also support the school in undertaking Governor support visits in a particular subject area of the curriculum that either is aligned to their skills or an area of interest and passion. These visits are wonderful opportunities to see a working day in the school and to understand the future plans for the school in that area. All of our Governors really enjoy and feel these visits are very rewarding.

If you wish to stand for election as a Parent Governor of the school, please complete the attached nomination form and return it by email to the Headteacher, no later than **12:00pm on Monday 1st September 2025.**

Your nomination needs to be supported by the signatures and addresses of two other parents of children also attending the school. You may also include a brief election statement in the appropriate space on the nomination form.

If more nominations are received than required, we will send all parents voting papers by **Friday 5th September 2025**, which will include the candidates’ election statements. Completed voting papers must be returned to the Headteacher in a sealed envelope marked ‘Ballot Paper’ no later than **9:00am on Friday 12th September 2025.**

We will arrange for votes to be counted in the week commencing **Monday 15th September 2025** at a time mutually agreed with all candidates, and each candidate or their authorised representative may attend the count. We will arrange for all parents to be notified of the result.

Should you be interested in applying for the role or have any questions about the procedure you are welcome to contact Laura Walker or Phil Bellas by email for more information on [lwalker@loxwoodschool.com](mailto:lwalker@loxwoodschool.com) or [pbellas@loxwoodschool.com](mailto:pbellas@loxwoodschool.com)

We very much look forward to receiving your nomination.

Yours sincerely,



Mrs Sharon Mellors

Headteacher

**Nomination Form for the election of a parent governor at Loxwood Primary School**

**Nomination Form for Election of a Parent Governor, 2025**

Full name of candidate ………………………………………………………………………………

Address of candidate ………………………………………………………………………………

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………………………………………………………………………………

Contact number ………………………………………………………………………………

Email ………………………………………………………………………………

Parent/Legal Guardian of Name…………………………………………… Year ………….

Name…………………………………………… Year ………….

Name…………………………………………… Year ………….

Name…………………………………………… Year ………….

I wish to stand for election as a Parent Governor of the above school.

The following two parents or legal guardians of children attending the school support my nomination:

**Nomination 1**

**Supporting Signature Address**

………………………………………..

………………………………………..

………………………………………..

………………………………………..

**Nomination 2**

**Supporting Signature Address**

………………………………………..

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**Brief election statement:**

Please provide no more than 2 paragraphs highlighting why you would like to become a parent governor. Please feel free to reference any professional or personal experience that you have that would support your application.

Signature of candidate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE RETURN THE COMPLETED NOMINATION FORM TO THE HEADTEACHER**

**Parent Governor**

**Role description**

As a Governor at Loxwood Primary School, you will play a key role in the strategic leadership and governance of the school. Your responsibilities will include:

* Attending approximately 6 meetings per year
* Undertaking Governor Support visits, where you will work alongside a member of the teaching or leadership team and listen to pupil voice within the school. These take place either termly or yearly dependant on the subject. They usually take place during the school day.
* Attend mandatory safeguarding training once each school year
* Attend 3-4 core Governor training sessions held virtually or in person with West Sussex County Council (WSCC)
* Being a local ambassador for the school

**Governor meetings**

Our meetings taken place on the school site, usually between 6-8:00pm in the evening. There are no set dates for meetings, but these are pre-agreed in July of each school year. During these meetings you will work collaboratively with fellow Governors and the leadership team to make important decisions regarding the school’s direction, budget, policies, and development. During these meetings, you will review and discuss progress reports, academic performance, and school improvement plans, providing support, insights, and constructive feedback. You will also help ensure that the school is meeting its statutory responsibilities and achieving its goals for students’ well-being and success. During these meetings we do not discuss individual pupil performance or in any way identify individual pupils.

**Governor support visits**

In addition to attending meetings, you will support Governor support visits, where you will have the chance to observe the school in action, engage with staff and students, and deepen your understanding of school life. Each Governor is responsible for a particular subject are of the curriculum and you will be introduced to the subject leaders within the school.

**Governor Committees**

As a board we do not hold any other regular committees, aside from the Finance Committee. We do have a list of other ad-hoc committees that Governors are asked to be a part of, but these only meet as required.

**Governor ambassador**

As a Governor, you will also serve as an ambassador for the school within the local community, promoting its values, fostering positive relationships, and acting as a voice for the school in external matters.

**Governor Induction and Training**

As a new Governor we will support and provide you with induction and training, either within our board or alongside WSCC training and national training. There is a huge range of training which you can access for free, should you wish to. There are 3-4 core areas that we require all Governors to undertake, including Safeguarding which is a legal requirement.

**Parent Governors** are really important to Loxwood Primary School, as they bring a unique and valuable perspective from the parent community. Your direct involvement as a parent allows you to represent the interests and concerns of other families, ensuring that the school’s decisions are aligned with the needs and values of those it serves. Parent Governors also help strengthen the connection between the school and its community, providing insight into how policies and practices impact students and their families. Your contribution as a parent will help ensure the school remains a supportive, inclusive, and successful environment for all its students.

**Useful information**

Whilst we welcome Parent Governor applications, we are required to inform you that certain individuals may be disqualified from holding office. These include:

* If they have been adjudged bankrupt,
* or convicted of an offence and have had passed on them a sentence of imprisonment for a period of not less than three months without the option of a fine,
* or convicted of an offence and fined under either Section 40 of the Local Government (Miscellaneous Provisions) Act 1982 or Section 547 of the Education Act 1996.

All Governors may be a governor of no more than two school governing bodies.

All Governors must provides appropriate DBS identification for checks as part of our safeguar