



PARK HILL PRIMARY SCHOOL

LOWER EASTERN GREEN LANE, COVENTRY - CV5 7LR

TEL: 024 7646 6669 - EMAIL: adminstaff@parkhill.coventry.sch.uk

School website: www.parkhillprimaryschool.co.uk

Headteacher: Mr P Griffin

Dear Parent,

18 September 2024

ELECTION OF PARENT GOVERNORS

The Instrument of Government for Park Hill Primary School as constituted under the School Governance (Constitution) (England) Regulations 2012 requires that the Governing Body must include 3 Parent Governors who have been elected by the Parents of registered pupils of the school and who are themselves parents of registered pupils of the school at the time of their election.

There is currently a vacancy and you are therefore invited to take part in the election of a Parent Governor for this school who will serve on the Governing Body for 4 years unless they resign in the interim. Governors are expected to attend 3 meetings per term i.e. 9 meetings during the academic year. Training is available to all Governors and the Board has an expectation that new Governors attend an induction training course.

The Governing Board has 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;
- Overseeing the financial performance of the school and making sure the budget is well spent.

Any parent seeking to be elected as a parent Governor should be willing to undertake a disclosure from the Disclosure and Barring Service. If a parent refuses to undertake such a disclosure then they will be ineligible to stand for election to the governing body.

If you would like to stand for election, nomination forms are available from the school office and must be returned to the school no later than **12.00 pm on 2 October 2024**. Should one nomination be received by the official closing date, the candidate will be duly elected unopposed. In the event of there being more than 2 nominations an Election will take place. Information on voting arrangements will be sent to you at a later date.

Please note that you should not participate in more nominations than there are vacancies. Each nomination requires two proposers.

Yours sincerely,

Paul Griffin
Headteacher

I the undersigned, being a parent/carers of Park Hill School, acknowledge receipt of your recent letter concerning the election of Parent Governors

Signed-----

Dated-----