



HOLY TRINITY CE PRIMARY SCHOOL

Headteacher • Jo Griffith

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12th September 2025

Dear Parents and Carers,

Notification of Vacancy for a Parent Governor

We are writing to notify you that two Parent Governor roles become vacant in October 2025.

The Governing Board at Holy Trinity plays a vital role in making sure every child receives the best possible education and that the school's vision is upheld. Parent Governors serve a four-year term of office and bring a very important and valued perspective to the work of the Governing Board.

All Governors are asked to attend Full Governing Board meetings once a term as well as joining one of the school committees such as Finance and Resources, Standards and Curriculum or Admissions. Governors also have the opportunity to become fully involved in school life by taking an interest in a particular subject area or by supporting a school priority.

All new Governors are provided with an induction programme offering specific training modules to be completed in the first few months of office. Ongoing training opportunities are available and encouraged to help each Governor play a full part in the work of the Governing Board. While the skill sets of members of the Governing Board varies, all members must have the necessary attitude, commitment and ability to work as part of a team in order to contribute to effective governance and the success of the school.

Nominations are invited from anyone with parental responsibility for a pupil registered at the school from September 2025, and the nomination form is attached for this purpose.

If you wish to stand for election as a Parent Governor you should:

- Make a nomination to the Clerk to Governors in writing or by email (see attached Nomination Form)
- Nominate yourself or have your nomination countersigned by another parent with a child attending the school
- Insert a brief personal election statement for circulation to voters
- Return the nomination to the school clearly marked for the attention of the Clerk to Governors by midday on **19th September 2025**. (Please note that no nomination will be accepted after this time.)

If the number of nominations received does not exceed the number of vacancies, all those nominated will be appointed without a ballot. If there are more nominations than vacancies, a confidential online ballot will be arranged amongst parents and carers at the school.

A timetable for the election is set out below:

- In the event of a ballot, notice of election will be given to parents on **Friday 19th September 2025**
- voting (if applicable) will take place between **Tuesday 23rd September 2025 and Wednesday 1st October 2025**.
- Results of the election will be announced on **Friday 3rd October 2025** and included in the school newsletter.
- The elected Parent Governors will begin their term of office from **6th October 2025**.

If you would like a confidential chat with an existing Governor before submitting a nomination, please contact our Clerk to the Governors, Carol Elsasser: c.elsasser@holytrinityprimary.org or Mrs Griffith, Headteacher, who will ensure a meeting/phone call can be arranged.

Yours sincerely,



Jo Steel
Chair of Governing Board



Jo Griffith
Headteacher

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

NOMINATION FORM FOR THE ELECTION OF PARENT GOVERNORS**NOMINATION (Self nomination is acceptable)**

I (Mr/Mrs/Miss/Ms/Dr)	(full name)
of	(full address)
being a parent/guardian of	(child's full name)
who is a registered pupil at Holy Trinity CE Primary School, do nominate (Mr/Mrs/Miss/Ms/Dr)	
of	(full address)
being a parent/guardian of	(child's full name)
who is also a registered pupil at Holy Trinity CE Primary School	
Signed:	Date:

CONSENT OF NOMINEE

I (full name in block letters)

Have read the Rules of the election. I can confirm that I am qualified to be a Parent Governor of Holy Trinity CE Primary School and hereby consent to my nomination.

Brief election statement (no more than 200 words):

Signed:

Date:

Completed nomination forms should be returned to the school in a sealed envelope clearly marked for the attention of the Clerk of Governors, Carol Elsasser or emailed to: c.elsasser@holytrinityprimary.org
Closing date for receipt of nominations is midday on Friday 19th September 2025