



HOLY TRINITY C.E. PRIMARY SCHOOL
Church Road, Sunningdale, Berkshire, SL5 0NJ.
Telephone 01344 620716
www.holytrinityschsunningdale.co.uk
Email: holytrinitysunn@holytrinityprimary.org

14th June 2021

Dear Parent/Guardian

Notification of Vacancy for a Parent Governor

We are writing to notify you that a Parent Governor role is to become vacant as of the end of the summer term 2021.

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. At the present time, we are ideally looking for someone who has a background in finance, HR, marketing or communication.

Nominations are invited from anyone with parental responsibility for a pupil registered at the school from September 2021, and a 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
- 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 **5th July 2021**. (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 secret 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 **Monday 5th July 2021** and voting will take place between **Tuesday 6th July and Tuesday 13th July 2021**. Results of the election will be announced on **Friday 16th July 2021** and included in the next school newsletter. The elected Parent Governor will begin their term of office from **September 2021**.

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

Aileen Boaler
Chair of Governing Board

Jo Griffith
Headteacher

'I know there is nothing better for people than to be happy and do good while they live.' Ecclesiastes 3:12