



Date: 08.05.2026

Dear Parent,

Parent Governor Vacancy

Would you like to be more involved in your child's education and running of the nursery? If you would, why not consider becoming a school governor. There is currently a vacancy for a parent governor at Nursery.

As a parent or guardian of a child either registered at this school, or for whom services are provided at the Nursery, you have the right both to propose candidates and to stand as a candidate yourself for election to the governing body of this school.

What do school governors do?

Key Responsibilities & Role:

Strategic Direction: Help towards: forming a vision, ethos, and strategic direction, school improvement, agreeing policies written by the nursery. Celebrating achievements of the nursery and planning actions with the Headteacher.

Accountability: Hold the headteacher to account and make sure they are fulfilling their role of leading the nursery. In addition, support the Headteacher in their role with a focus on well-being.

Financial Oversight: Oversee the school budget, including monitoring how Early Years Pupil Premium funding is spent. (There is no expectation to have experience of finance).

Parental Perspective: Share the vital viewpoint of Parent/ Carers.

Compliance: Ensure, as a team, that legal duties, such as safeguarding, are met.

Are you interested?

If you are interested in becoming a Parent Governor but feel a little daunted by the responsibility you may be taking on, remember that full training will be available, and you will always act as part of a team. No particular experience or qualifications are required. Your role would be as a parent bringing a parent's perspective to the running of the governing body and the school.

Your Commitment

If you become a governor you will be taking on the following commitments to help make sure the school is well managed:

- Share the responsibilities of the governing body as summarised above.
- Attend and participate in governor meetings once a term (six times a year).
- Undergo appropriate training
- Come and visit nursery and learn more about what happens.

You will be required to sign the governing body's code of practice and we will apply for a DBS enhanced disclosure.

What do you need to do next?

Read the section at the end of this letter which explains the process for appointing parent governors. A nomination form is enclosed.

Complete the nomination form (See attached) and return to Cate Peel the Returning Officer by 22 May 2026.

If you would like to know more about the role of parent governor or the election process you are welcome to contact the Headteacher or a serving governor at school.

Yours sincerely

Cate



Headteacher
Returning Officer

Process for Election of Parent Governors

- As the parent, carer or other person with parental responsibility for a pupil at this school you have the right to both propose candidates and stand as a candidate yourself.
- If you decide to put yourself forward for the parent governor vacancy you will need to find two other parents willing to propose and second your nomination. You will need to ask them to complete and sign section A of the enclosed form.
- If more parents want to become governors than there are vacancies, a ballot will be held. Ballot papers and details of the election process will be sent to all parents and carers eligible to vote.
- If you put yourself forward and no ballot is necessary you will be elected unopposed from the day after the deadline for nominations passes.
- You are invited to provide a statement to support your nomination as a parent governor (see section B of the enclosed nomination form). If a ballot is held this statement will be included on the ballot paper to help other parents decide who to vote for.
- If you are elected as a governor your term of office will be two years. You can resign at any time. If your child leaves the school you can continue as a governor until the end of your term office.
- The enclosed nomination form must be returned to the Headteacher not later than ten school days from the date this letter was passed to you by the school.
- If you are elected you will be asked to apply for a Disclosure and Barring Service enhanced disclosure.

To the Returning Officer at Hartcliffe Nursery School

We the undersigned, being the parents or guardians of children attending the school, wish to nominate

.....
(please insert in block capitals the full name and address of the candidate)
.....
.....
.....

as a Parent Governor of the above-named school.

Signed (Proposer)

Signed (Seconder)

Date

The person nominated should: -

- (A) sign this form in order to show their willingness to stand as a candidate, should an election be required and to serve as a Governor.
- (B) submit with this form a brief description of themselves. This description should not be more than 100 words long, and will be included on the voting paper if a ballot is held.

Signed

Date