

To parents of pupils registered at Our Lady and Saint Michael's RC Primary School

Dear parents/carers,

SCHOOL GOVERNING BODIES - ELECTION OF PARENT GOVERNORS

The Headteacher of your Child's School has been asked to arrange an election for a Parent Governor.

The Role of Governors has become increasingly important. They must ensure that the requirements of the national curriculum are met, establish standards of behaviour, select staff, deal with budget matters and prepare and present the Annual Report to Parents. Governing Bodies are required to meet at least once a term. OLSM governing body meets twice a term on a Tuesday at 5.00 pm. The frequency and time of meetings is decided by the Governing Body.

Governors are elected for a four-year term of office, but Parents may continue to serve even if their child leaves the school during that time. Training is continually available for all Governors, at no cost to the individual. All Governors, new and experienced, are expected to take advantage of any courses arranged as it is vital to keep up to date with new ideas and legislation.

A nomination form is enclosed to enable you to put your name forward for election.

Each nominee is invited to make a brief statement in support of their nomination which will be circulated to Parents in the event of an election. Please ensure any statement is clearly written to avoid problems when being reproduced.

All nominees **must be** a Parent, or Legal Guardian, of a Pupil registered at the school. Grandparents of Pupils are not allowed to take part in the election unless they are the Legal Guardians of the Child. No person may serve on more than two Governing Bodies in any category.

The nomination form should be returned to your child's school by the date given by the Headteacher. If nominations exceed the number of vacancies a secret ballot will be held. Details of the election will be sent to you if appropriate.

The name of the elected governor(s) will be displayed at the school.

Yours sincerely,

Mrs Bev Bannon

Chair of Governors

ELECTION OF PARENT GOVERNOR
OLSM PRIMARY SCHOOL

NOMINATION FORM

PLEASE COMPLETE IN BLOCK CAPITALS

Name _____

Address _____

Post Code _____

Telephone _____

Email _____

Signed _____ Date _____

This form should be returned to the Headteacher by 24th November 2025.

Your personal details will not be shared these are for school administrative purposes only

Personal statement (to be used for election purposes only – this will be inserted into a ballot paper together with your name if a ballot is required) no more than 50 words.

The personal data above will be securely held by the EAS and will not be shared. If not successful in securing a governor position within two years, this information will be destroyed in accordance with GDPR.