



11 July 2025

Dear Parent

### Election of Parent Governor

I am writing to inform you of two parent governor vacancies, and we seek nominations from parents who are interested in joining the Local Academy Board (LAB) of Colonel Frank Seely Academy.

If you would like to stand for election to become a Parent Governor, please read the enclosed information and complete and return the attached Application form and Declaration of Eligibility (RHA1C) "Application for Parent Governor", by **10.00am on Friday 25 July 2025**. All newly elected/appointed governors must hold an enhanced Disclosure and Barring Certificate (DBS). The LAB must apply for such a certificate within 21 days of election/appointment of a new governor. Further information on this process can be viewed and downloaded at:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about#disclosure-checks-dbs-checks>

Interested parties should also check the Trust Terms of Reference for more details about disqualification from becoming a school governor.

Check that you are eligible for appointment as a School Governor by reading the enclosed Declaration of Eligibility (RHA1C).

**A person is disqualified from election or appointment as a Parent Governor if they are an elected member of the Local Authority or if they work at the school/academy for more than 500 hours in any consecutive 12-month period.**

In all types of schools, LAB's should have a strong focus on 3 core strategic functions:

1. Ensuring clarity of vision, ethos, and strategic direction;
2. Holding the Head of School to account for the educational performance of the school and its pupils, and the performance management of staff; and
3. Overseeing the financial performance of the school and making sure its money is well spent.

### Appendix 1 Becoming A School Governor – What to Expect

There is an expectation that if elected you will be willing to:

- undertake appropriate induction & safeguarding training
- prepare for and attend all meetings regularly
- be an active member of committees as required
- be willing to undertake further training to develop your skills, as necessary.

Please see Person Specification (**Appendix 2**) and the Key Principles of Governance (**Appendix 3**).

For further detailed information on the role of the governor, please see the Governors' Handbook <https://www.gov.uk/government/publications/governance-handbook>

All governors are expected to abide by the adopted Code of Conduct (**Appendix 4**).

On the Application form Section 7, you may briefly wish to set out:

- evidence of the extent to which you possess the skills and experience the LAB desires or at least the capacity and willingness to develop them.
- your commitment to undertake training to acquire or develop the skills to be an effective governor.
- if seeking re-election, details of your contribution to the work of the LAB during your previous term of office, and how you plan to contribute to the future work of the LAB.

If only one application is received, then the person will be deemed elected unopposed. If no other applications are received, then the LAB must appoint a parent governor into the vacancy subject to verification of all statutory checks.

Only parents/carers of children registered at the school are entitled to stand or vote in the election. Regardless of how many children they have at the school each parent/carer will have one vote per vacancy.

If a secret ballot is needed this statement will be copied and sent to other parents/carers at the school by post or electronically on Friday 25 July 2025. The full result will be communicated to parents/carers and members of the LAB will be notified. Should a ballot be required, a sealed ballot box will also be available in the school for receipt of hand deliveries and details of the location will be found on a notice in the entrance to the school.

The LAB works together as a group, if you are thinking of standing as a Governor, remember that you will need to attend a minimum of four meetings a year. Meetings of the LAB are usually held on a Tuesday at 5.30pm, however, adhoc meetings and Disciplinary Committee meetings may be earlier in the day.

The Trust Executive Board sets the term of office for all Governors and the start date of the appointment will be from the date of election. If you are elected, you may serve out your term of office even if your child leaves the school before your term of office finishes. You can, however, resign from the LAB at any time.

If you would like to be nominated to be a Parent Governor, you need to:

- check that you are eligible by reading the enclosed Declaration of Eligibility Form and sign and return the Application form enclosed and return it to the school in a sealed envelope marked "Application for Parent Governor."
- include a statement about yourself and why you would like to become a Parent Governor (Section 7 on the Application form);
- submit your application form to the school by 10.00am on Friday 25 July.

You are responsible for ensuring that your application form is received by the deadline. It may be delivered in a sealed envelope marked 'Application for Parent Governor' by hand, sent to school with your child, sent by first class post, or emailed to the Clerk at [v.isaac@cfsacademy.org.uk](mailto:v.isaac@cfsacademy.org.uk)

If you have any questions about eligibility to stand or vote in the election or about anything else contained within this letter, please do not hesitate to contact [v.isaac@cfsacademy.org.uk](mailto:v.isaac@cfsacademy.org.uk)

Yours faithfully



**Mr J Gale**  
**Headteacher**

Encs:

Application form

RHA1C Declaration of Eligibility to Service as a School Governor

Appendix 1 Becoming a School Governor – What to expect

Appendix 2 Person Specification

Appendix 3 Key Principles of Governance

Appendix 4 Code of Conduct