# 5th March 2025

# Dear Parents and Carers,

**There is a vacancy for two Parent Governors at Hilltop First School and Foundation Stage.** If you are a parent/carer and/or have parental responsibility (please see the relevant attached document for clarification on this definition) for a pupil on roll at this school, you have the right to stand as a candidate for parent governor election.

**What do school governors do?**

The role of the governing board is to promote and ensure high standards of achievement to ensure every child at the school fulfils his/her potential. It does this by:

* Setting the vision, ethos and strategic direction of the school
* Holding the headteacher to account for the educational performance of the school
* Overseeing the financial performance of the school and making sure it is money well spent.
* Monitoring that the school fulfils its statutory obligations, eg in terms of safeguarding, special educational needs, equality and diversity, financial reporting, health & safety etc.

Governors bring a broad range of knowledge and professional expertise, as well as differing experience and perspective, to the table to enable the board to make well-researched and reasoned decisions in the best interests of the pupils at the school. **There are no specific qualifications or experience required to be a school governor**, however, it is important that new governors understand the importance of the governance role and can therefore commit to preparing well for meetings and attending governor training to support their personal development. Hilltop’s Governing Board is particularly in need of governors with IT and finance experience currently, but we welcome all nominations for the position.

The term of office for the successful candidate is four years. Should the candidate’s child leave the school before the end of their term, the candidate can continue to serve as a governor until their term ends.

If you would like to discuss the governor role with one of our current board members, please contact the Chair of Governors, Darren James [d.james@hilltopfirst.co.uk](mailto:d.james@hilltopfirst.co.uk) to facilitate this.

**Governor meetings and training:**

Governing Board meetings are usually held twice a term on Monday evenings at 7:15pm. Committees of the Governing Board also hold 8:00am meetings throughout the year. Additionally, governor training takes place on Wednesday evenings. The expectation for the first year of governance is four training sessions to be attended (the governor induction programme).

Our governors sign up to the Governing Board’s code of conduct, and as well as attending evening meetings, every governor agrees to visit the school during the school day at least twice a year, to see the learning and school activities in action themselves.

**How to apply:**   
If you would like to nominate yourself, please complete the nomination form and write a short candidate statement to support your application. Please note that if your statement exceeds 300 words, we will be obliged to truncate it at exactly 300 words, for fairness to all candidates applying.

**All completed forms and statements must be returned to the school office using the above email address, by Friday 14th March at 5pm.** If you would prefer to submit your nomination physically (i.e. not by email), please contact the school office. Late nominations cannot be accepted in accordance with fair election process.

Candidates are also required to confirm that they do not meet any of the disqualification criteria when they submit their nomination, in the attached qualification and disqualification document.

The successful candidate will be required to complete an enhanced DBS check, which is a condition of being a school governor. It is also required that certain governor details are published on the DfE’s ‘Get Information about Schools’ website and on the school’s website. In the case of the latter this includes disclosure of pecuniary and related party interests.

Should there be more than one nomination, an election for the position will be held in January. The ballot papers for the election will include the candidate statement you provide, on the nomination form, to enable all voters to make an informed decision about their vote.

Yours sincerely,

Returning Officer

*The school is committed to safeguarding and promoting the wellbeing of children. This post is subject to an enhanced DBS check for the successful candidate.*