



Monday 10th December 2024

Dear Parent/Carer,

### **Election of Parent Governor**

I am writing to invite you to stand for election as a parent governor or to nominate another parent to do so. We currently have 1 vacancies at our Academy and the term of office is for a period of 4 years.

The Tove Learning Trust Board of Trustees, together with the headteacher of this Academy, has overall responsibility for the running of the Academy. The Board of Trustees delegates certain powers and functions to the Local Governing Board. These are set out in the Trust's Scheme of Delegation and Terms of Reference which are available to view on the Tove Learning Trust website.

To be able to volunteer, you need to be a parent, carer (or someone who has parental responsibility) for a child at Huxlow Academy. You do not need any specific qualifications. The enclosed sheet summarises the circumstances under which someone cannot serve as a parent governor.

To fulfil the role, you will need to:

- Attend regular meetings (around 6 each year)
- Visit the school occasionally
- Do some background reading
- Take part in induction training and ongoing development (which will be provided for you).

Every governing board needs a balance and diversity of knowledge, skills and experience.

If you would like to apply, please complete the enclosed nomination form and return to the returning officer using clerkaib@huxlow.northants.sch.uk by Thursday 19th December. Self-nominations will be accepted, but if you are putting someone else forward for nomination, please make sure they are happy for you to do so.

You may also include a short personal statement to support your nomination, which should be no longer than 250 words. The statement should include any relevant skills and experience that may support you in your governor role, your understanding of the role, commitment required and willingness to undertake relevant training and development. Along with your reasons for wanting to be a parent governor and the contribution you believe you can make to the local governing board.

If there are more nominations than vacancies, we will conduct a secret ballot. If that is necessary, voting papers and instructions will be sent to all parents and carers.

I do hope you will consider standing as a governor yourself or nominating someone else. If you would like more information about being a governor please let me know.

Yours faithfully,

*Nicola Armitage*

Nicola Armitage  
Returning Officer