Highcliffe St. Mark Primary School & Fledglings Pre-School
A Church of England Foundation School
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12th November 2026

Parent Governor Election 2026

Dear Parents and Carers,

Parent Governor Vacancy

A Parent Governor position will become vacant in January 2027 when the current term of office of one of our Parent Governors comes to an end. We are therefore inviting nominations from parents and carers of Highcliffe St Mark Primary School or Fledglings Pre-School who would like to contribute to the strategic leadership and continued success of our school.

About the Vacancy

Under school governance regulations, Parent Governor positions are normally filled through a election of eligible parents and carers. This means that all eligible parents and carers have the opportunity to put themselves forward for election.

While all parents and carers are encouraged to stand for election, the Governing Board's recent skills audit identified Equality, Diversity and Inclusion (EDI), Human Resources and Legal experience as areas where additional expertise would be beneficial. We therefore particularly encourage parents and carers with experience in these areas to consider standing for election. However, all eligible nominations will be treated equally and no previous governance experience is required.

Further information about the role of a parent governor is included at the end of this letter.

Eligibility

To stand for election, you must be a parent, carer, or person with parental responsibility for a child attending Highcliffe St Mark Primary School or Fledglings Pre-School.
Parents and carers may also nominate another eligible parent or carer, provided that person is willing to stand for election.
Certain disqualification criteria apply to school governors. Full details are available from the Clerk to Governors and will be discussed with successful candidates prior to appointment.

Nomination Process

If you would like to stand for election, or wish to nominate another eligible parent or carer (with their agreement), please register your nomination online.
You will be sent a separate email with details of how to log in to an online system to submit your nomination. If you would prefer to submit via email or post please get in touch with the office. The same deadline applies.
Candidates are invited to provide a brief personal statement, and a photograph, which will be circulated to parents should an election be required.

What Happens Next?

- Nominations must be submitted by midday 26th November
- If only one valid nomination is received, that candidate will be elected unopposed.
- If more than one valid nomination is received, every person with parental responsibility for a registered pupil at the school will be entitled to vote in a ballot.
- Ballot opens on 30th November, and votes must be received by midday 14th December.
- Results announced 16th December.
- The successful candidate will take up office on Tuesday 19th January 2027 when the current term of office ends.

If you would like to know more about the role before applying, please get in touch and we will arrange for you to meet with Mrs Barker.

Yours faithfully,

Cathy Austin
Clerk to Governors

Thinking of Becoming a Parent Governor?

Being a Parent Governor is a rewarding opportunity to make a positive contribution to the life of the school, support its continued improvement and help shape the educational experience of current and future pupils.

What is a Parent Governor? Parent Governors are elected by parents and carers of children attending the school to serve on the Governing Board. They help shape the strategic direction of the school and support the best possible outcomes for all pupils. Parent Governors bring a valuable parent and carer perspective, but do not act as representatives of individual parents.

What does the Governing Board do?

- Set the school's vision, values and strategic direction
- Hold leaders to account for educational performance and pupil outcomes
- Oversee the effective use of finances and resources
- Understand the views of pupils, staff, parents and the wider community

What qualities are we looking for?

- An interest in children's education and wellbeing
- A willingness to ask questions and offer constructive challenge
- The ability to work effectively as part of a team
- The ability to maintain confidentiality and act with integrity
- A commitment to improving outcomes for all children
- No previous governance experience is required

What is the commitment?

- Parent Governors are normally appointed for a four-year term of office
- Approximately 8 Governing Board meetings each year
- Reading papers in advance of meetings
- Induction and ongoing training
- Occasional school visits linked to governance responsibilities
- Acting in the best interests of the school and all pupils

What Parent Governors do not do

- Deal with individual pupil issues or complaints
- Act on behalf of individual parents or families
- Manage staff or the day-to-day running of the school
- Make decisions independently on behalf of the Governing Board

Interested?

Most parents and carers of children attending the school are eligible to stand for election as a Parent Governor. Please refer to the nomination form or contact the Clerk to Governors for further information.

Training and support will be provided.