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Wootton Bassett Infants' School

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Headteacher: Mrs Alison Pass

September 2025

Dear Parent,

ELECTION OF PARENT GOVERNOR: NOMINATIONS

The governing body of the school is made up of representatives from our parents and staff along with people from the local community who bring valuable skills and experience in a range of areas. We are currently looking for one parent governor to serve on the governing body of our school. We are very keen to encourage parents (or people with parental responsibility) of registered pupils to nominate themselves to fill these vacancies. Details of how to nominate yourself are given on the reverse of this letter.

Parent governors are elected by parents and from parents and are vital to our governing body. They share equally with other governors the responsibility for carrying out the governing body's wide range of duties. Governors do not run the school day to day, as our role is at the strategic or policy-making level in the school. You do not have to be an expert on education to be a school governor, your role would be to bring a parent's perspective to the running of the governing body and the school. We value the experience that all governors bring to the role.

Being a governor does take up time. There are 6 governing body meetings each year and you will need to set aside time to prepare for meetings, for visiting the school and undertaking training.

To find out more about what being a governor at this school is like, you can visit our [website](#) or contact me (afedrick@woottonbassett-inf.wilts.sch.uk) to answer any questions.

If you would like to take the opportunity to put yourself forward as a governor, you may only do so on an official form, so please complete and submit this form <https://forms.office.com/e/FKa5dAGunK> by Friday 18th October. Paper copies of the nomination form are available from the school office. If it is necessary for there to be an election in the event that there are more candidates than vacancies, I will contact you to let you know about the arrangements.

Yours sincerely

Amy Fedrick

Amy Fedrick, Chair of Governors



Q&A's

Who can be a parent governor?

All those who have parental responsibility and are over the age of 18 are eligible to stand for election, including parents who work at the school provided that they work for less than 500 hours per year when they are elected.

"Parent" is defined as including "any individual who has or has had parental responsibility for, or cares or has cared for, a child or young person under the age of 18". It includes a person who the child lives with and who looks after the child, irrespective of what their relationship is with the child. This must be someone involved in the full-time care of the child on a settled basis.

There are some circumstances that disqualify an individual from serving as a school governor, please read the list of disqualifications (second page of form PG/2)

How to nominate yourself

If you would like to put your name forward, complete the nomination form and write a brief personal statement (50 words maximum) to support your nomination. The statements of all candidates will be typed in a standard format and circulated to all parents with ballot papers.

If the number of nominations is the same as or less than the number of vacancies, all candidates will be elected unopposed.

If there are more nominations than vacancies, an election will take place.

