HOLLYWELL PRIMARY SCHOOL

Hollywell Primary School
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Email: office@hollywellprimary.org
Head Teacher: Mrs Elizabeth Ellis

East Midlands Education Trust

'Inspiring young minds to unlock their potential to grow.'

14th September 2026

Dear Parents

Nominations for Parent Governors

We are currently looking for a new Parent Governor and would be delighted to hear from anyone who has:

- an interest in the performance of the school.
- a desire to contribute to and represent the community.
- an open and enquiring mind
- the ability to look at issues objectively
- the confidence to ask questions and join in debate.
- a willingness to listen and make informed judgements
- the ability to work well with others
- time to spare
- a child or children currently attending the school

If you match the above description, you may be the very person to be nominated to become a Governor at Hollywell Primary School. Everyone has something to offer, and we need people from as many backgrounds and with as wide a range of interests as possible.

The term 'parent' relates to any person who has 'parental responsibility' as defined by the Section 576 of the Education Act 1996. If you have any queries about your eligibility as a parent, please contact the headteacher for further advice.

We are looking for parents who have the skills required to contribute to effective governance and the success of the school. Your skills may include personal attributes, qualities and capabilities, such as the ability and willingness to learn and develop new skills.

Governing bodies are responsible for a wide range of strategic matters which come under three main headings:

- **Ensuring clarity of vision, ethos and strategic direction**
- **Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff**
- **Overseeing the financial performance of the organisation and making sure its money is well spent.**

Governors need a strong commitment to the role and to improving outcomes for all children, the inquisitiveness to question and analyse, and the willingness to learn.

Our parent governors serve a four-year term of office (even if your child leaves the school during this time). We meet six times a year (once every half term) as a whole governing body, usually early evening at 6.00 pm. There may be additional meetings in on top of the standard schedule if circumstances dictate the need for them.

There is an expectation within our code of conduct (copy attached) that each governor will develop as a governor through training and other learning opportunities and will also take on additional responsibilities as a link governor. The link governor role means that you will be responsible for monitoring specific strategic areas and will involve visiting the school, on average once per term. These visits may need to be conducted during teaching hours.

We offer a full induction package, a mentoring system and availability of training.

If you are interested, then we offer the opportunity for prospective governors to meet the chair and/or other members of the governing body before completing a nomination form. This will allow the prospective candidate to ask any further questions regarding the role of a parent governor.

Parents/carers from Black and Minority Ethnic backgrounds, from the Lesbian, Gay, Bisexual and Transgender community, and with disabilities, are usually under-represented on governing bodies and in the County. The school would like to encourage nominations from under-represented groups in our community.

All new and re-appointed school governors are required to complete a declaration of eligibility form.

If you wish to complete a nomination form to become a parent governor, you need to:

a. (Optional) Arrange to meet the chair/other governors by contacting the school office.

b. Check that you are eligible by reading the enclosed qualifications and disqualifications criteria contained in the Hollywell Terms of Reference and Scheme of Delegation found here.

c. Complete the nomination form (once you are satisfied that you are eligible to become a governor).

d. Include a statement about yourself, the skills and commitment you can bring to the governing body and why you would like to become a governor. This should not be more than one side of A4. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election.

e. Each nomination must be received at the school by **10am on Tuesday 29th September 2026.**
It should be sealed in an envelope marked 'Nomination for Parent Governor' and may be delivered by hand, sent with your child, or by post to the school. Electronic nominations must be returned to office@hollywellprimary.org. A sealed ballot box will be available in office in the school for hand deliveries. The onus is on you to ensure that the nomination form is put in the box either by personal delivery or by sending it with your child.

Your nomination should be acknowledged by the headteacher/returning officer within two working days of the closing date. If you do not receive this acknowledgement, please contact the school.

In accordance with the School Governance (Constitution) (England) Regulations 2012, an elected member of the Local Authority (LA) or school staff who are paid to work at the school for more than 500 hours in any consecutive twelve-month period are **not** eligible for election or appointment as parent governors. However, they can vote in parent governor elections if they are parents of children attending the school and can be governors at another school.

An election will be held if more nominations are received than the number of vacancies. For the purpose of the election, ballot papers will be sent to all parents or carers with children at the school, together with any details that you and other nominees have provided. This procedure will be explained to you by the headteacher should an election be necessary.

If you have any further queries about the role of parent governor as already mentioned you can contact the chair and other members of the school governing body, or the headteacher of the school. More details about becoming a school governor can be found here:

http://www.nottinghamshire.gov.uk/education/school-governors/become-a-school-governor

Yours sincerely

Elizabeth Ellis
Headteacher/returning officer