



Wood End School

Yeomans Avenue, Harpenden, Herts AL5 3EF

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admin@woodend.herts.sch.uk

Tel: 01582 761636

Headteacher: Mr Richard Boulton,

Deputy Headteacher: Mrs Clare Smart

28th September 2026

Dear Parent/Carer

ELECTION OF PARENT GOVERNORS

In accordance with our constitution parent governors serve for a period of four years, and the term for one of our governors Kathryn Gilbert is about to end. Kathryn has been co-opted onto the governing body as a community governor. Therefore, we are seeking a new parent governor.

If you would like to stand for election for the role of Parent Governor, please complete and return/email the attached nomination form (PDF writable – click 'add text' from your toolbar) to the school office (admin@woodend.herts.sch.uk) by noon on **Friday 16th October 2026**.

You will need to ask another parent of a pupil at the school to second your nomination form and enter their name on the appropriate line.

The role of parent governor is a very rewarding volunteer role. Over the school year you might expect to spend an average of eight hours a month attending and preparing for meetings. It is a role that requires a wide range of skills including being able to take a strategic perspective, analysing data and team working. No formal professional qualifications are required; the skills we seek are found in people from all walks of life. Training is provided and Governors are expected to attend training courses during the course of office to keep abreast of national and local initiatives. Some courses may cover up to a day and may be held at the weekend, but most last 2 hours and take place in the evening. Please be aware that regulations require everyone elected or appointed to a governing body to undergo a pre-appointment check, which may include a criminal background check. This is to ensure the safety of the pupils. If you are elected and you subsequently decline to undergo such a check, you will disqualify yourself. If you are successfully elected the school will also require two referees.

If you would like more information, please contact Kathryn Gilbert, Chair of Governors, at kathryngilbert@woodend.herts.sch.uk.

Please give brief details about yourself (not more than 80 words) on the form. If an election is required, these biographical details will be copied and made available to all parents. Please note that the 80 word limit will be strictly enforced and result in additional wording being deleted.

If the number of nominations is the same as, or less than, the number of vacancies, then the people nominated will be deemed elected unopposed. If there are not enough nominations, the governing body has the duty to appoint parent governors to fill the remaining vacancy.

The governing body has determined that the term of office for a parent governor is four years. If you are elected, you may serve the full term of office even if your child leaves the school before your term of office finishes.

If an election is necessary, we will ask you to vote electronically from the 19th October to the 23rd October 2026. A ballot paper will be emailed to you if you prefer to cast your vote by hand to the

school office.

Only parents of children registered at the school are entitled to stand or vote in the election. A parent who is paid to work at the school for more than 500 hours in a school year or is an elected member of the LA may not stand for election.

Each parent will be asked to vote once regardless of how many children they have at the school, and each parent will have one vote per vacancy. The ballot will be confidential, and you will be notified of the result as soon as possible afterwards.

In most cases it will be obvious whether you are a parent. For the purpose of the election of a parent governor, a parent is:

Parents (including carers) of registered pupils at the school.

"Parent" is defined for the purposes of the Constitution Regulations 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 or who looks after the child, irrespective of what their relationship is with the child. The reference in the definition must be someone involved in the full-time care of the child on a settled basis.' Guide to the law, Chapter 3, paragraph 4.

If you have any questions about whether you are eligible to stand or vote in the election or about anything else in this letter, please contact me.

Yours sincerely



Mr Richard Boulton
Headteacher