The Orchard School

Friday 2nd October 2026

Dear Parent/Carer

PARENT GOVERNOR ELECTION

I am writing to you to invite you to stand for election as a parent governor, or nominate another parent to do so.

In our school we will soon have one vacancy for the role of parent governor.

Parent governors and all other members of the Governing Body build productive relationships with the Headteacher and Senior Leaders while holding them to account for school performance. They work strategically by developing the vision, ethos and strategic direction of the school, and ensuring sound, proper and effective use of the school's financial resources. Governors are not responsible for the internal organisation, management and control of the school or the educational performance of the school, as this is the head teacher's responsibility.

No special qualifications are needed, we welcome nominations from any interested parents. **The most important thing is to have a keen interest in the school** and be prepared to play an active part in the governing body's work. The governing body is a friendly group and we typically meet roughly twice a term to provide oversight and support to the school. As part of your role as a parent governor, you will also visit the school periodically to see learning and development, health and safety, or other priority areas in action.

Within the governing body we all bring different experience and perspective to the school and we value that diversity. Although it is not essential, we are particularly interested to hear from any parents with the skills and experience in finance.

Training is available for all governors and this governing body has an expectation that those new to governance attend free induction training as well as demonstrating a commitment to safeguarding training and other on-going personal development.

The attached **Appendix A** summarises the eligibility criteria and circumstances under which someone cannot serve as a governor.

If you are interested in becoming a parent governor and would like to know more about what this involves, please contact me and I can put you in touch with one of our current parent governors.

The Orchard School, Bridge Road, East Molesey, Surrey, KT8 9HT
E mail: admin@orchard.surrey.sch.uk Web: www.orchard.surrey.sch.uk Telephone: 020 8979 2945

Please also note:

Parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority, are not eligible to stand in these elections.

Nominations must be from parents or carers with children registered at the school on the day that nominations close.

Governors must agree to abide by the governing body's Code of Conduct. General information on the role of a governor can be found here: https://www.nga.org.uk/Knowledge-Centre/Governance-structure-roles-andresponsibilities/Roles-and-responsibilities/Role-descriptions/Role-descriptions.aspx

If you would like to stand for election, please complete the attached **nomination form** and return it to the school no later than **9am** on **Monday 2nd November 2026**. You may also include a short personal statement to support your nomination and this should set out your skills and experience, how you believe you can contribute to the future work of the governing body, your commitment to undertake training and, if you are a parent governor seeking re-election, details of your contribution to the work of the governing body during your previous term of office.

If there are more nominations than vacancies, the election will be held by ballot and we will advise you if this is to be the case. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

All candidates are entitled to be present at the ballot count although you are not required to do so, and the result of the ballot is not affected if you do not attend. Please let the returning officer know if you wish to do so.

Yours faithfully

Sally Cary
Headteacher and Returning Officer