



Bishop Wood C of E Junior School

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Mr G Stanley, Headteacher

Friday 12th September 2025

Dear Parent/Carer

There is a vacancy for a parent governor on this school's governing body. As a school governor, you would be part of one of the largest groups of volunteers in the country. Governors' responsibilities are wide-ranging, and activities include monitoring visits to the school and contributing to the school development plan. Typically, a governor would attend 10–12 meetings a year. An induction process is offered to all new governors.

If you would like to stand for election, please complete and return the attached nomination form to the school office, either as hard copy or via email to election@bishopwood.herts.sch.uk **no later than 12.00pm on Friday 26th September**. This gives a full 14-day nomination period. You will need to ask another parent of a pupil at the school to sign the form.

Please be aware that regulations require everyone elected or appointed to a governing body to undergo a DBS (Disclosure and Barring Service) check and to supply two character references. This is to ensure the safety of pupils. If you are elected and you subsequently decline to undergo these checks, you will disqualify yourself.

With your nomination, please provide brief details about yourself (not more than 80 words). If an election is needed, these details will be copied exactly as submitted and sent to all parents with the ballot papers. The 80-word limit will be strictly enforced, and any additional wording will be deleted. Statements should be typed and carefully checked before submission, as they will not be edited prior to circulation.

If the number of nominations is the same as or fewer than the number of vacancies, the nominated parent(s) will be deemed elected unopposed. If there are not enough nominations, the governing body has a duty to appoint parent governors to fill the vacancy. The governing body has determined that the term of office for a parent governor is four years. If elected, you may serve the full term even if your child leaves the school during this time.

If an election is necessary, ballot papers will be issued on Monday 29th September, and must be returned by 12.00pm on Monday 6th October. Each parent will receive one ballot paper regardless of the number of children they have at the school.

Ballot papers will normally be sent out by email, but for confidentiality reasons **completed ballot papers cannot be returned by email**. They must be printed and returned in hard copy. Paper copies will be available from the school office if needed.

To preserve the secrecy of the ballot, the **double envelope system** will be used:

1. Place your completed ballot paper in a blank inner envelope and seal it (do not write anything on this envelope).
2. Place the inner envelope in a second envelope. On the outer envelope write your name in block letters and sign it.
3. Return this sealed envelope to the school office by the deadline.

The outer envelope will be checked to confirm eligibility, then removed. The unmarked inner envelope will be placed in the ballot box for counting. Proxy voting is not permitted.

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 who is an elected member of the Local Authority, may not stand for election.

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,



He came so that we can 'be the best
version of ourselves, enjoying life in all its
fullness.'



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.

The result of the election will be notified to all parents as soon as possible and published on the school website and noticeboard, as well as recorded in the minutes of the governing body.

If a substantial number of parents have a first language other than English, translation of this letter and election documents can be arranged on request. Please contact the school office if you require this service.

If you have any questions about eligibility or the process, please contact me. More information about the role of school governor is available from the school office. Alternatively, I will be available on Friday 19th September between 14.30 and 15.30 for an informal chat about the role.

Yours sincerely

A handwritten signature in black ink, appearing to be 'G. Stanley', with a long horizontal flourish extending to the right.

Gary Stanley
Headteacher

Election of Parent Governor – Nomination Form

Candidate Information

| | |
|--------------------------|--|
| Candidate's Full Name | |
| Candidate's Full Address | |

I have a child at the school and hereby nominate myself for election as a Parent Governor.

I understand that, if elected, I will be required to undergo a Disclosure and Barring Service (DBS) check and provide two character references.

| |
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| Biographical details (maximum 80 words) |
| These will be circulated to all parents if an election is required. The word limit will be strictly enforced, and additional wording will be deleted. Please type or write clearly. |
| |

| | |
|------------------------|--|
| Signature of Candidate | |
| Date | |

Secunder Information (Secunder must be another parent of a pupil at the school)

| | |
|-------------------------|--|
| Secunder's Full Name | |
| Secunder's Full Address | |
| | |
| Signature of Secunder | |
| Date | |

This completed form must be returned to the school office by 12.00pm on Friday 26th September 2025. Forms may be submitted as a hard copy to the school office or by scanned/email copy to: election@bishopwood.herts.sch.uk