



Mr Paul Laycock
Headteacher

Monday, 15th September 2025

Dear Parent

ELECTION OF PARENT GOVERNORS

I am writing to you to inform you about an election of Parent Governors. The Governing Body, when it is complete, comprises 12 Governors of which 2 will be elected by the parents. There is currently 1 Parent Governor vacancy within school. Parent Governors will serve for four years, unless they resign during their term of office. They can continue in office even when their children have left the school, in order for them to complete their term.

The Governing Body also comprises:

- 1 LA Governor (nominated by the City of York Council)
- 1 Staff Governor
- 7 Co-opted Governors (chosen by other governors)
- Headteacher

What do Governors Do?

School Governors are responsible for strategic leadership and accountability within schools. In practise this means that governing bodies are responsible for such things as setting school policies and ensuring they are adhered to; setting and monitoring the school budget; monitoring the progress that the school is making and setting targets for school improvement. Governors are not involved in the operational running of the school. The daily management of the school is the responsibility of the headteacher.

Do Parent Governors have Special Responsibilities?

No. Parent Governors do not have extra duties. Governors work as a team, with shared responsibilities. The Parent Governors speak as parents: they can't speak for all parents.

How are Parent Governors Appointed?

We take the term 'parent' to include a guardian and anyone who has parental responsibility for the child.

If you believe you have a contribution to make to the school as a Parent Governor and would like to discuss the process, please feel free to come and talk to me. Elections only need to take place when more than 1 candidate is nominated.

Parent Governors must be people who have children at the school when they are elected. Applicants should also have a strong belief in continually improving the quality of education of

children at school and have the time to commit to attend training and governing body meetings.

If you decide you wish to stand for election it is necessary to get two parents at the school to propose and second your nomination. You can obtain a *Nomination Form & Candidate Information Form* for completion from the school website www.wiggingtonprimary.co.uk (in News & Events/ Whole School Letters section). You will need to return these forms by the closing date given below.

If you are not able to stand for election, you may know of someone who is and parents with children at the school can nominate another parent for election. You can obtain a nomination form from the school website www.wiggingtonprimary.co.uk (in News & Events/ Whole School Letters section). You will need to sign it yourself and obtain the signatures of the seconder and of the person you are nominating. You will need to return the *Nomination Form & a completed Candidate Information Form* by the closing date given below. You can nominate as many parents as there are seats to fill but you need a nomination form for each.

If we receive more nominations than there are places to fill, there will be a secret ballot. The process of the ballot will be communicated to parents should it be required.

If the number of nominations we receive is the same as the number of places to be filled, then those people will be declared elected. If there are fewer, they will be declared elected and it will be for the rest of the governors to fill any vacancy by inviting a parent of a child at the school to become a Parent Governor.

The rules for the election are written down in Regulations made by the LA, and these can be inspected at the school.

Result of the Election

The names of those elected will be displayed on the school website for 21 days and will be included in the next edition of the school newsletter.

Anyone having any query about the election is invited to contact the school.

Yours sincerely,

Paul Laycock
HEADTEACHER

**THE CLOSING DATE FOR NOMINATIONS IS 12 Noon on 29
September 2025. The next Full Governing Body meeting is 6pm
on 16 October 2025**