

21 October 2026

Dear Parent(s)/Carer(s),

I am writing to inform you of two positions each for the role of parent governor on the governing body of St Peter's school both of which will become vacant on 31 December 2026.

The role of the governing body

St Peter's School has always aimed for a partnership with parents which undoubtedly brings great benefits to the pupils. One of the most significant ways you can help in achieving this is to volunteer to be a parent governor. The governing body's main tasks are to support the school, ensure that pupils receive high quality education and plan for future development and improvement by providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational and financial performance.

The governing body is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils. It comprises Foundation Governors, Parent Governors, Staff Governors, Co-opted Governors (usually appointed for their particular expertise in one area) and the Headteacher. Please refer to the website under "Our Community" for a full breakdown of those currently in office.

The role of a parent governor

As a parent governor, you will work with the governing body to ensure it effectively carries out the duties referred to above. You will also play a vital role in ensuring that it is connected with, and is aware of, the views of parents and the local community. (Once elected, parent governors are a representative parent but not a delegate. This means you are not expected to report back to parents on any matters relating to the school or Full Governing Body (FGB) without prior consent from the FGB).

To be a parent governor you should:

- Be a parent or registered carer of a pupil at the school at the time when you are elected
- Have a strong commitment to the role and to improving outcomes for pupils
- Possess good inter-personal skills, curiosity, and a willingness to learn and develop new skills
- Have the specific skills required to ensure the governing board delivers effective governance

Applications are welcomed from parents with all levels of experience and expertise and backgrounds.

Expectations of governors

Potential candidates should be willing to undertake training to fully understand the role and to attend at least four meetings each academic year of the Full Governing Body and a termly meeting of one of the three sub-committees.

All Governors are welcome to attend school events and are particularly encouraged to attend a Parent Teacher evening to hear the views of visiting parents, students and staff.

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Additionally, each Governor is asked to undertake at least one formal monitoring visit per academic year which involves visiting the school to observe how the school operates during the day and feeding back views.

If you currently hold a position on the governing body of another school, or are related to a serving member of staff, there may be the issue of a conflict of interest. If so, you may be asked to leave a meeting whenever there is potential conflict of interest.

How to apply

If you are interested in applying for the role, please complete the candidate form at the foot of this letter including your statement as a potential candidate and return it to me Mrs S Wallace-Abbott, Clerk to the Governing Body, St Peter's School swo@st-peters.bournemouth.sch.uk or drop it in at either reception by Noon on **Wednesday 11 November 2026**. Please use the subject line **"Parent Governor Election"**.

If there are more applications than vacancies, we will hold an election. (likely to be in late November/early December 2026). Should this be necessary all applicants and other parents/carers will be informed of the process in due course. Parents/carers will receive a copy of the personal statement provided by each candidate.

If you do not have a valid email address, you will still be able to participate by completing a hard copy ballot form to be returned to the school. We will send more details to you about how to vote online or by hard copy in due course. If you have yet to provide the school with your latest email address can you please do so as a matter of priority, as email is our most viable means of communication with you.

Please be assured that the name of your child will NOT appear on the statement issued to all parents/carers. (This is purely for internal procedural purposes)

As you would expect, for the protection of children, all governor appointments are subject to a strict vetting process and identity check. Please be aware that if elected as a governor, you will also be a Director of the St Peter's Catholic Voluntary Academy Trust: meaning that you will be registered at both Companies House and on the "Get Information About Schools" website.

There are some circumstances that disqualify an individual from serving as a school governor. In order to ensure that you are eligible please refer to the disqualification criteria enclosed with this letter. Please note you will be required to complete a declaration of eligibility form should you be successful.

If you have any queries about this process or would like to find out more about the role, please contact either the Chair of Governors Nicole Sharp via NSharp@st-peters.bournemouth.sch.uk or myself swo@st-peters.bournemouth.sch.uk

Thank you for taking the time to consider the position.

Yours sincerely,

Mrs S Wallace-Abbott

Clerk to the Governing Body and Returning Officer in any potential election

On behalf of Ms N Sharp, Chair of Governors.

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Candidate name:	
Candidate address Name of child and year group.	
Candidate statement:	<p>In this section, please provide a statement of up to 200 words (which in the event of an election will be sent to all parent/carers) and be sure to include the following:</p> <ul style="list-style-type: none"> • Your reasons for wishing to be considered for the role • Any skills or experience you have which you consider would assist the governing body in fulfilling it's function • Your commitment to undertaking training to acquire or develop the skills needed to be an effective governor • If applicable, details of your contribution to the work of the governing board during your previous term of office

I confirm that I am a parent or carer of a registered pupil at the school.

Signed: _____ **Date:** _____

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