



Gilbert Colvin Primary School

Wednesday 17th June 2026

Dear Parents and Carers,

Governing Body for Gilbert Colvin Primary School Election for one Parent Governor

Following the expiry of the term of office of Parent Governor, Carla Moniz, on 14th July 2026, there will be a vacancy on the Governing Body for one Parent Governor. If you wish to seek nomination as an elected Parent Governor, please complete the attached nomination/declaration form or collect a nomination/declaration form from the School Office. This form should be completed, with the accompanying personal statement of **no more than 200 words**, and returned to the school office **no later than 3.30 p.m. on Wednesday 1st July 2026**.

Outlined below is some general information on the role of a Parent Governor.

1. Governing Bodies play a vital role in the management of their schools, as well as being a crucial link between the school and the local community. Becoming a governor is your chance to bring the views and experience of a parent to bear directly on the education being offered in your child's school. It is especially useful to have a variety of outlooks reflective of our multi-cultural society.
2. The Governing Body works closely with the Headteacher to achieve high standards for all your children, building on the borough's reputation for academic excellence and care for the individual child.
3. The role of parent governor is to bring a **parental perspective** to the issues discussed – a Parent Governor is not there to represent the views of specific parents but to use their experience, knowledge and skills to support the Governing Body in making the best decisions for the whole school community.
4. Being a governor is a responsible and sometimes time-consuming job. To help you make a decision, you may wish to speak to a current governor, the Chair of Governors or to the Headteacher. The following specific points may be helpful to you:
 - An election is held whenever a Parent Governor's term of office expires or a vacancy occurs through resignation.

Stratford Avenue, Clayhall, Ilford, Essex IG5 0TL

Headteacher: Ms Liz Cohen E-mail: admin.gilbertcolvin@redbridge.gov.uk Tel: 020 8550 4630 www.gilbertcolvin.co.uk

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- Ballots are only necessary when there are more nominations than places available. These are secret ballots for which voting papers are provided.
- There are certain regulations, which disqualify candidates from becoming governors. These relate specifically to bankruptcy or criminal offence.
 - The School Governance (Constitution) (England) Regulations 2012 state that a person is disqualified from becoming a parent governor if they are an elected member of the LA or work at the school for more than 500 hours a year (at the time of their appointment).
- In addition to Parent Governors, who are elected by other parents whose children attend the same school as their own, there are other categories of governor:
 - Local Authority Governor – appointed by the Council;
 - Staff Governor – elected by teaching/non-teaching staff;
 - Co-opted Governor – appointed by members of the Governing Body;
 - Headteacher Governor.
- The term of office is currently 4 years.
- Governors should get to know their schools on a first-hand basis; will make decisions corporately which will influence and shape children's education; and, through their commitment, experience and skills, help schools to develop.
- The kind of decisions that governors make will include the following: agreeing educational priorities with the Headteacher and the staff; deciding how the school budget should be allocated; sharing with the Headteacher and the staff responsibility for the school's curriculum; approving school policies; appointing school staff; preparing an annual report and holding a meeting with parents to discuss it.
- Governors are expected to give up some time to the following: Attending meetings of the Governing Body at least once a term; reading papers in preparation for these meetings; taking part in committee meetings or recruitment panels from time to time; attending school functions; attending training sessions.
- New and existing governors are able to access a comprehensive level of training and support.

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- Being a governor is an opportunity to have direct involvement in your child's school; personal development and mental stimulation; the satisfaction of being part of a dedicated team; the opportunity to meet new people; interesting and rewarding work; fulfilment from helping young people.
- If you are interested in becoming a governor you should complete the nomination/declaration form and find two other parents of children at your child's school to propose and second your application. Prepare a brief profile of **not more than 200 words** explaining why you wish to become a governor. This might include the following: why you think you are a suitable candidate; any interests which are relevant to your application; details of your job or any voluntary work you are involved in; any links with or current involvement in education; any other experience which you think is applicable. You can collect paper copies from the school office if you prefer.

Should you require any further information in considering whether you wish to stand for election, please do not hesitate to contact the school and further information can be provided.

Please return your nomination form, personal statement and declaration form to the school office no later than 3.30 p.m. Wednesday 1st July 2026. Please place these into the wooden ballot box at the main reception.

Sincerely,

Liz Cohen
Headteacher

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