Hightown Primary School, Hightown Road, Liversedge, West Yorkshire, WF15 8BL
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Headteacher: Mr. R. Ingleby

24th September 2026

Dear Parent

PARENT GOVERNORS ON THE GOVERNING BODY OF HIGHTOWN PRIMARY SCHOOL

I am writing to you as the Returning Officer for the election of parent governor. We currently have a vacancy for one parent governor.

The law now requires that all governors are appointed on the basis of the skills they have to contribute to effective governance. Therefore, parent elections now undertaken by schools need to have due regard to the new statutory guidance. Schools must promote informed and effective elections in which the electorate understands the role of a governor; the skills required by the governing body; and the extent to which candidates possess those skills. (PLEASE SEE INFORMATION LEAFLET PROVIDED) Governors would welcome applications from anyone who is interested in supporting school and who is able to give some time to attend meetings and other visits. Some key aspects would be an understanding of any of the following HR, Finance, Project Management, Education but this is not essential. Most important is an enthusiasm for supporting the education of our pupils.

For the purpose of an election the term 'parent' includes a person who is not a parent but has parental responsibility (as defined in the Children Act 1989) or has care of the child. To stand, propose, support or vote in the election a parent must be the parent of a pupil on roll at the school, at the date of election. Within a family each parent may vote but parents do not have extra votes because they have more than one child in the school.

I propose to hold an election of 1 parent governor to serve for a period of four years starting in the Autumn term of 2026.

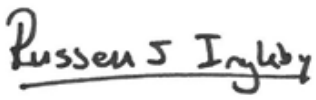
Attached is the nomination form and contains all relevant details. Nominations should be received to me personally no later than 3.15 p.m. on 2nd October 2026. If more than the required number of candidates are nominated ballot papers will be sent to parents on 9th October 2026. I shall let you know the result of the election in due course.

I have to draw your attention to the following restriction which applies to school governors:
A governor must be aged 18 or over at the time of the election and must complete a DBS disclosure application form.
The full details of disqualifications which apply to the role of school governor are to be found in the current School Governance (Procedures) Regulations.
http://www.legislation.gov.uk/uksi/2013/1624/contents/made
Staff in the School Governor Service at 2nd Floor, Kirkgate Buildings, will be happy to advise on disqualification, if need be (Tel 01484 225010).

A leaflet explaining the role of school governors has been included for information.

A copy of the Authority's procedure for this election is available for inspection at School.

Yours sincerely



Mr Ingleby
Head Teacher and Returning Officer
The Governing Body of Hightown JI&N School