



Wednesday 15<sup>th</sup> January 2025

Dear Parents and Carers

### Election of Parent Governor

I write to invite you to consider standing for election as a Parent Governor for King Edward VI School Lichfield, or to nominate another parent/carer to do so. We are seeking nomination for **one** Parent Governor.

Nominations must be from parents or carers with children at King Edward VI School on the day that nominations close. Parent Governors are elected to serve a four-year period. *Attached are the eligibility rules for serving as a Governor.*

### The role of a Parent Governor

The Governing Board has overall responsibility for the running of the school, with three core strategic functions:

- ensuring clarity of vision, ethos, and strategic direction
- holding senior staff to account for the educational performance of the school and its pupils.
- overseeing the financial performance of the school and making sure its money is well spent.

A Parent Governor should have a keen interest in the school and be prepared to play an active part in the Governing Board's work. An induction will be arranged for new Governors, and other opportunities for training and development will be provided. *The role, responsibilities and expected time commitment of a King Edward VI School Governor are set out in further detail in the attached description.*

The children at our school come from a range of different backgrounds and we are keen that our Governing Board is similarly diverse. We therefore welcome nominations from people who are from a minority ethnic background and/or consider themselves to have a disability.

### Nomination process

If you would like to nominate yourself or another parent/carer, please complete the *attached nomination form*, with a scanned signature, and email it to Samantha Jones, Clerk to Governors, [sjones@keslichfield.org.uk](mailto:sjones@keslichfield.org.uk). Alternatively, the form may be posted to: Samantha Jones, Clerk to Governors, King Edward VI School, Upper St. John Street, Lichfield, WS14 9EE, or it can be handed into the main School reception. **Nomination forms must be received by Friday 31<sup>st</sup> January 2025.** If you are nominating another parent/carer, you should seek their prior consent.

Anyone standing for election is invited to provide, with his/her nomination, a short personal statement (maximum 250 words). The statement should include:

- biographical information
- your reasons for wanting to be a Parent Governor
- the contribution you believe you can make to the Governing Board

If there is only one nominee, they will be automatically elected as Parent Governor. If there is more than one nominee, an election will be held, and candidates' personal statements and ballot procedure will be circulated to all parents/carers.

I do hope you will consider standing as a Parent Governor yourself or nominating someone else. If you would like more information about the role, please contact Samantha Jones.

Yours faithfully



Catherine Forster  
Headteacher and Returning Officer