

# Upshire Primary Foundation School

Upshire Road, Waltham Abbey, Essex. EN9 3PX Tel: 01992 715567



**“Celebrating what pupils do well is central to the work of Upshire Primary Foundation School.”  
Ofsted 2019**

31<sup>st</sup> March 2023

Dear Parents and Carers,

## **PARENT GOVERNOR ELECTIONS**

I am writing to you to invite you to stand for election as a parent governor, or nominate another parent to do so. The Governing Board has provision for two parent governors and there is currently one vacancy.

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

- Ensuring clarity of vision, ethos and strategic direction.
- Holding the Headteacher 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.

Joining the Governing Board as a parent governor offers you the opportunity to make a real contribution to the life and work of your child's school. Governors play a key role in the leadership of the school and raising standards. Being a governor can be very rewarding and will provide you with the opportunity to work as part of a team and gain new skills.

You do not have to have experience and no special qualifications are needed for this role, as training and support is available from the Local Authority and your colleagues on the Governing Board.

However, we would particularly welcome nominations from parents or carers who are:

- organised and committed
- motivated to learn
- works well as part of a team and
- has an interest in education and providing the best possible opportunities for the pupils in our school

Please note that an important duty of any governor is to attend meetings of the Governing Board and you should be sure that you are committed and available to do this before applying. The

Governing Board meets every term, with other governor committees meeting either half termly or termly.

The enclosed document states the circumstances under which someone cannot serve as a governor.

Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election, please arrange for the enclosed nomination form to be completed and returned to the school by **no** later than, **3.00pm on Friday 21<sup>st</sup> April 2023**. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted, but if you are nominating another parent, please seek their prior consent.

Nominations can either be returned to Mrs Mcpheat, via her email address at [lmcpheat@upshire.essex.sch.uk](mailto:lmcpheat@upshire.essex.sch.uk) or by post to the school addressed for her attention.

If there are more nominations than vacancies, an election will be by secret ballot. If that is necessary, voting papers will be sent to all parents and carers together with details of the ballot procedure.

Yours sincerely,

*T Phillips*

**Miss Teresa Phillips**  
**Executive Headteacher**

[www.upshireprimaryschool.com](http://www.upshireprimaryschool.com)

We comply with information legislation. Please see our website for details.

