



London Road
Godmanchester
PE29 2WW

Telephone 01480 375300
email office@stannes.cambs.sch.uk

St Anne's Church of England Primary School

www.stannesgodmanchester.co.uk

5th November 2025

Dear Parents/Carers

St Anne's C of E Primary School Election of Parent Governors

The governing body of St Anne's CofE Primary School currently has 2 Parent Governor vacancies. We are writing to you to ask if you would be interested in becoming a school governor.

Governors are responsible for ensuring the strategic direction of the school, its performance and the use of resources to support learning. They help to ensure that our school provides the best education it can for children, parents/carers and our local community. Our Parent Governors are very valuable members of the governing body and we rely on them to help us to give a parent's view. They are on the governing body as representative parents, but they are not delegates and other parents cannot mandate them on how they should vote.

Governors do not need to be experts to tackle the range of responsibilities expected of them. Help, advice and training are available from various sources. If you are interested in being part of the team and have time to commit to this role we would like you to consider becoming a Parent Governor. If you would like more information please contact the school office and we can put you in touch with a member of our governing body for an informal chat. Additional information about the role of a School Governor can be found at the National Governance Association webpage (<https://www.nga.org.uk/>). We have also attached a brief overview providing additional information about being a Parent Governor at St Anne's.

Anyone who has parental responsibility for a pupil on the school roll at the time of the election can self-nominate, stand for election and can vote in the election. A parent who works for the school for 500 hours or more or a parent who is an elected member of the local authority (County Councillor) is not eligible to stand for election but they are permitted to vote. If insufficient parents stand for election the governing body can appoint nominated parents to the governing body. The term of office for a Parent Governor is 4 years.

All nominations should be sent in to the school office by **9.00am on 17th November 2025**. We also need a few words about the candidate and why they would like to be a governor (if a ballot is required, these details will be shared with voters as part of the election process). If you would like extra copies of the nomination forms, please contact the school office (office@stannes.cambs.sch.uk).

On **21st November 2025** we will inform parents/carers about the details of Parent Governor nominations. If an election is necessary, we will send ballot forms home with the children with the names of the candidates and their details. The ballot is secret and you can send or post the ballot paper back using a double envelope system. (The ballot paper should be sealed in an inner unmarked envelope, which would be sealed in an outer envelope with the name of the voter printed on the back.) The ballot paper can be placed in the ballot box outside the school office. All votes must be in by **27th November 2025 (9am)**, when they will be counted.



A copy of the rules guiding the election of parent governors and further copies of the nomination form can be obtained from the school office. If you require a copy of this letter in a language other than English or in large print format, please contact the school.

Yours sincerely

A handwritten signature in black ink, appearing to read "Mr Farrell", written over a horizontal line.

Mr Farrell
Headteacher