



ABBOT'S LEA SCHOOL

Headteacher: Mrs Ania Hildrey, FCCT, B.Ed(Hons), M.Ed, NPQH, NPQEL



16 September 2026

Dear Families,

ELECTION OF PARENT GOVERNOR

I am writing to invite nominations from parents and carers to fill **one vacancy for a Parent Governor** on the Governing Body.

The successful candidate will become a full member of the Governing Body and will serve for a period of two years. The successful candidate will take up office as soon as the required checks have been completed.

To be eligible for election, you must be the parent or carer of a student who is registered at the school on the date of the election. You are not required to remain a parent or carer of a student at the school for the duration of your term of office.

Further details of the election process and a nomination form are enclosed.

Governing Body meetings are typically held once per term, usually during the school day on a Thursday. However, this may be adjusted if necessary to accommodate the availability of the majority of governors. Meetings usually last for approximately 1½ hours.

Our Governing Body is committed to reflecting the diversity of the Families we serve and warmly welcomes nominations from parents and carers of all backgrounds. All governors are expected to bring:

- A strong commitment to the role and to improving outcomes for students
- An inquisitive and analytical mindset
- A willingness to learn and develop
- Good interpersonal skills
- Appropriate levels of literacy in English
- Basic numeracy skills to interpret key information and data

We particularly welcome nominations from parents and carers who can demonstrate these qualities.

In line with Department for Education guidance, all new governors must provide proof of identity and complete a Disclosure and Barring Service (DBS) check, along with any other required safer recruitment checks.

If you would like further information about the role or the election process, I would be happy to help. Alternatively, you can contact the School Governor Services team at sally.harland@liverpool.gov.uk

Yours sincerely



Mrs A Hildrey
Headteacher

Procedure for Election of Parent Governor

Date	Stage in Procedure
Wednesday 16 September 2026	Election communication sent out to Families
By Wednesday 30 September 2026, 3:30pm	Nominations to be received at the school marked "For the attention of Headteacher's PA and Clerk to Governing Body" Email pa@abbotsleaschool.co.uk
Friday 2 October 2026	If more than one nomination is received, ballot papers and candidates' supporting statements will be sent to all families by the end of the school day. If only one nomination is received, the candidate will be declared elected as Parent Governor, subject to completion of the required checks.
From Monday 5 October 2026 (8:30am) to Monday 12 October 2026 (9:30am)	A ballot box will be available at the school in the main reception area, if a ballot is required.
Monday 12 October 2026 at approximately 10:00am	Votes will be counted at approximately 10:00am, if a ballot is required.
Monday 12 October 2026, by end of school day	Unsuccessful nominees will be notified and thanked for their interest. The successful nominee will be declared Parent Governor. All parents will be notified of the result of the election.