

Monday 3rd November 2025

Dear Parents,

Parent Governor Vacancies

We are looking for a parent of pupils registered at the school to make a difference in our school community by volunteering to become a Parent Governor. We currently have two parent governor vacancies to join our Governing body. Your voice as a parent is very important to our school and it is vital the Governing Body has a good representation by our parents among its membership.

Once elected or appointed for a term of four years, a Parent Governor takes on the role of a school governor, a public volunteer. All governors are equal; no category of governor is any more important or influential than any other. Parent governors exercise a strategic parental voice on the Governing Body.

We are seeking parents who have a real willingness to help, who can listen carefully, read important documents, ask questions, attend training and be able to actively contribute at meetings.

If you are interested in volunteering, here's what you should do:

1. Please check that you are eligible to stand as a parent governor. The definition of 'parent' includes:
 - All natural (biological) parents, whether they are married or not.
 - Any persons who, although not a natural parent, has parental responsibility for a child or young person (this could be a step parent, guardian or other relative).
 - Any person who, although not a natural parent, has care of a child or young person. A person has care of a child or young person if they are the person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child.

There are some criteria which can disqualify you from serving as any type of governor. This list is given in the nomination form. If you are applying, then you must confirm that you are not disqualified by those criteria.

2. Please nominate yourself by completing the online form:
<https://forms.gle/DyNtJAMeFFsj6gBdA>

Telephone: 01923 825548 •

E-mail: frithwood@frithwood.hillingdon.sch.uk



3. Please ensure that the online form is completed before the deadline on Monday 17th November 2025 by 12.00 pm. Any nominations received after the deadline will unfortunately not be accepted.

If the schools receive more nominations than there are vacancies, then we will hold an election and parents will be asked to take part in a secret ballot to vote for the candidate(s) they feel would be most suitable as a Parent Governor. The information you supply as part of your nomination will be circulated to parents to help them decide who to vote for. Your personal contact details will not be distributed. This is for Governing Body purposes only.

If the schools receive the same number of nominations as there are vacancies, then those nominees are deemed to be 'elected unopposed' and become Parent Governors without the need for an election.

If no parents nominate themselves by the deadline given above, then the Governing Body become responsible for appointing Parent Governors to fill the vacancies. If they can't find volunteers at our schools then they may seek parent volunteers from other schools.

If an election needs to take place, then we will inform all nominees personally, and all parents in writing, providing the details of how to vote and the deadline for doing so.

If you have any questions or need further information or would like to talk to someone to find out more about what the role involves, please contact the clerk Amy Doody at Frithwood.clerk@gmail.com

Yours sincerely,

Mrs Saunders
Headteacher

Mr Patel
Chair of Governors