



# LONG MEAD

## COMMUNITY PRIMARY SCHOOL

Waveney Road, TONBRIDGE, Kent TN10 3JU

Telephone: (01732) 350601

Headteacher: Mrs K Follows



Tuesday 2 December 2025

Dear Parent/Carer

### Election of Parent Governors

I am writing to inform you of a vacancy for the role of parent governor on our governing board.

### The role of the governing board

The school's governing board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational and financial performance. The board is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils.

### The role of a parent governor

As a parent governor, you'll work with the board to make sure it effectively carries out the duties referred to above. You'll also play a vital role in bringing a **parental perspective** to the governing board, but you're not there to speak 'on behalf' of the parent body.

To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for children
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills
- The specific skills required to make sure the governing board delivers effective governance

### Expectations of governors

No special qualifications are needed, the most important thing is to have a keen interest in the school and be prepared to give time to play an active part in the Governing Body's work. In order to support governors in their work full training is provided at no cost to the individual.

### How to apply

If you're interested in applying for the role, please complete the candidate form attached to this letter and return to the school office by Wednesday 17 December 2025. If we receive more applications than there are vacancies, a secret ballot will be carried out. We will inform you closer to the time if we have to do this.

If you have any queries about this process or would like to find out more about the role, please contact please contact a member of our Governing Body or myself for more information via the school office.

Yours sincerely,

Mrs K Follows  
Headteacher

<b>Candidate name:</b>	
<b>Candidate address:</b>	
<b>Candidate statement (no more than 250 words):</b>	<p>This statement could include biographical information, your reasons for wanting to be a parent governor, your skills and the contribution you believe you could make to the Governing Body.</p>

I confirm that I am a parent or carer of a registered pupil at the school and am not:

- An elected member of the local authority
- Paid to work in the school for more than 500 hours in any consecutive 12-month period at the time of election

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_