

22<sup>nd</sup> September 2025

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[www.queensfederation.org.uk](http://www.queensfederation.org.uk)

Dear Parents and Carers

Executive Headteacher:

Mrs Sarah Jarman.

### **Election of Parent Governor**

We have a vacancy for the role of Parent Governor at Queen Emma Primary School and are writing to ask if you might be interested in becoming a school Governor.

We would like to thank Joanna MacKenzie for all her hard work as the Parent Governor for Queen Emma during her five years and are sorry to see her leave.

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 schools provide the best education they can for children, parents and our local community. Our parent governors are very valuable members of the Governing Body and we rely on them to help us give a parental 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 please consider becoming a parent governor. If you would like more information please contact Anna Biard, Clerk to the Governing Body on (01223) 712200 or [clerk@queensfederation.cambs.sch.uk](mailto:clerk@queensfederation.cambs.sch.uk).

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 a year or more, or a parent who is an elected member of the local authority, is not eligible to stand for election, but is 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 four years.

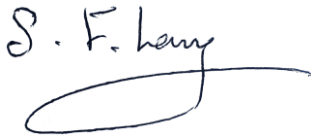
**All nominations should be sent in to the school office by Wednesday 1<sup>st</sup> October 2025.** This should include a short biography about each candidate and why they would like to be a governor. If you would like a copy of the nomination form please contact the Clerk (as above).

**On Monday 6th October 2025 we will inform parents about the details of the 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. Each parent will have 1 vote as there is 1 vacancy. The ballot is secret and you can send the ballot paper back using a double envelope system. (The

ballot paper should be sealed in an inner unmarked envelope, which should 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 at the school office.

Copies of the nomination form can be obtained from the Clerk, details as above.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'S. F. Lang', with a large, sweeping horizontal flourish extending to the right.

Sean Lang  
Chair Governing Body