

Upperby Primary School



Uldale Road, Carlisle, CA2 4JT

Telephone: (01228) 815460

Email: schooloffice@upperbycdc.org.uk

Head Teacher: Mrs P Burns BEd (Hons)

18th September 2025

Dear Parent

PARENT GOVERNOR VACANCY – UPPERBY PRIMARY SCHOOL

I write to inform you that we currently have Parent Governor vacancies on the school Governing Body. Details of the process to fill the vacancy are as follows.

THE NOMINATION OF PARENTS AS CANDIDATES

Each parent * of a pupil attending the school is to be given the opportunity to put their name forward with a view to becoming a parent governor. If you want to submit a nomination on your behalf you should do so, in writing, to the **Clerk, Jacqui Robinson** and return to the school office. Letters of nomination **must** be countersigned by **two** sponsors, who must also be parents of children currently attending the School. The closing date for the receipt of nominations by the school is **Wednesday 8th October 2025.**

In the event of there being no more than one nomination, the person nominated will automatically become a Parent Governor.

THE ELECTION PROCEDURE

If the school receives more than one nomination then an election by secret ballot will be held to allow parents to decide who they would like to represent them. Should an election be necessary, it will be held as soon as possible. Each parent * of a child who at the time of the election is a pupil at the school will be entitled to vote. Following an election, parents will be told the name of the successful candidate. In the event of it being necessary to hold an election, the Clerk will issue all parents with further details concerning the way in which the ballot (which will be entirely secret and as foolproof as possible) is to be organised and supply the official ballot papers.

CANDIDATES' CONTRIBUTION TO THE ELECTION

Candidates will be given the opportunity to write a short statement, which will be circulated to all parents of the school. Should candidates wish to seek support in any other way, this will be entirely their own responsibility.

TERM OF OFFICE OF PARENT GOVERNORS

An elected parent governor will hold office for a period of four years.

PARENTS' PARTICIPATION

It is very important for the efficiency and effectiveness of schools that parents should be encouraged to have an active involvement in their children's education. Consequently, parents are encouraged to participate and take an interest in the election process whether as candidates or voters. In this way all parents can have an effective voice concerning the running of their children's school and have a proper vehicle for the expression of their views regarding School policies.

SCHOOL GOVERNMENT IN GENERAL

On appointment/election all governors receive documents and training to help them in their role as a school governor.

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If you have any queries at this stage regarding the subject of Parent Governors, would you please contact the Office Manager, Mrs Carol Wilson or the Co-Chair of Governors, Mr Billy Atkinson/ Ms Rachael Mason, who will be pleased to try to help you.

Yours faithfully

Jacqui Robinson

Clerk to Governing Body

Upperby Primary School

Uldale Road

Carlisle

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*DEFINITION OF "PARENT"

Section 576 of the Education Act 1996 defines "parent" to include:

- all natural parents, whether they are married or not; and
- any person who, although not a natural parent, has *parental responsibility* for a child or young person; and
- any person who, although not a natural parent, *has care* of a child or young person.