



# FERN HILL PRIMARY SCHOOL

Richmond Road, Kingston upon Thames, KT2 5PE  
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[www.fernhill.kingston.sch.uk](http://www.fernhill.kingston.sch.uk)

Headteacher: Mr A. Scott

19<sup>th</sup> April 2021

## **Election of a parent governor: nominating candidates**

Dear Parent or Carer,

With effect from 24<sup>th</sup> May 2021, there will be a vacancy for a **parent governor** at our school and I would like to invite you to consider standing for election for this role or to nominate another parent or carer to do so.

As the parent or carer of a pupil at Fern Hill, you have the right to propose a candidate for election or to stand as a candidate yourself. A biological parent, step-parent, grandparent, foster parent, guardian or any other person can be a parent governor as long as they have parental responsibility for a child at the school or care for that child on a day-to-day basis.

This is an exciting time for Fern Hill as we begin the process of applying to convert to academy status and joining the Kingston Educational Trust. Our governing body will play a vital role in this journey and the position of parent governor offers a fantastic opportunity to support the school through this period, ensuring the best possible education for all children at Fern Hill. Governors are appointed for a term of four years and you can find out more about the role of a parent governor on the school website [here](#).

### **If you would like to nominate a candidate, or stand for election yourself, you will need to do the following:**

1. If you are nominating another parent or carer, please ensure you have their permission to do so.
2. Please let me know the full name, address and telephone number of the candidate proposed (yourself or another parent or carer) and the full name and class of their child at school. You can do this online by completing the **Candidate Nomination Form** available [here](#).

If you are not able to access this form, you may provide a written nomination by letter using the nomination form available to download from the school website [here](#). You should email it directly to the Clerk to the Governing Board at: [flee@fernhill.rbksch.org](mailto:flee@fernhill.rbksch.org) or hand it in to the school office, for the attention of the Clerk, Francesca Lee. Paper copies of the nomination form are available from the school office.

3. We encourage all candidates to provide a short personal statement (not exceeding 100 words), in support of their candidacy, explaining why they would like to be a parent governor, what relevant skills and experience they offer and how they could contribute to the future of the Governing Board. This can be included in the online nomination form, submitted via email to the Clerk at: [flee@fernhill.rbksch.org](mailto:flee@fernhill.rbksch.org) or handed in to the school office for the attention of the Clerk, Francesca Lee.

**Nominations and any accompanying personal statement must be received by midday on Tuesday 4<sup>th</sup> May 2021.**

*We are passionate about developing the whole child and instilling an enduring love of learning*

Inspiration

Collaboration

Empathy

Excellence



*Please note that in the interests of ensuring a fair and equal election process, canvassing in any form is not permitted.*

### **The voting process**

If only one candidate is proposed, then that candidate will be elected unopposed and all families will be sent a letter with the name of the new parent governor, together with their personal statement if they have provided one.

If we receive more than one nomination, you will be asked to vote for your preferred candidate. All eligible voters will receive an email with a unique link to a dedicated website that will list the names of the candidates together with any personal statements received by the due date, and allow them to vote. Further details of the voting process will be sent to you after the nomination deadline has passed.

To facilitate the online voting process, it is important that we have an email address for each eligible voter. If a parent or carer of your child has **not** received this letter and, you believe, is eligible to vote, you must inform the school office and provide their email address by Tuesday 11<sup>th</sup> May 2021. You can email the school office at: [office@fernhill.rbksch.org](mailto:office@fernhill.rbksch.org) or call them on 020 8247 0300.

### **Further information**

If you would like further information about the role and core functions of the Fern Hill Governing Board, please see the school website [here](#).

To find out more about being a parent governor or the election process, please contact the Clerk to the Governing Board, Francesca Lee, at: [flee@fernhill.rbksch.org](mailto:flee@fernhill.rbksch.org)

For more general information on the role of a school governor, you can speak to the Governor Support team at Achieving for Children by email at: [governor.support@achievingforchildren.org.uk](mailto:governor.support@achievingforchildren.org.uk) or telephone on 020 8891 7593.

Thank you for your support.

Yours faithfully,



**Mr A. Scott**  
**Headteacher**