Shoreham Village School
Church Street
Shoreham
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Kent
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Headteacher
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16th October 2026

Dear Parent/Carer,

Election of Parent Governors

After serving as a parent governor, Carly Duffen will be stepping down from her position on the governing body. We are extremely grateful for the expertise, constructive challenge and commitment she has brought during her time with us and thank her warmly for her service to the school community. We wish Carly all the best for the future.

We therefore have one Parent/ Carer Governor Vacancy for a member of our school community with experience, knowledge and skills specifically in one of these areas: education, law, finance, HR or premises (or someone who is prepared to develop skills in this area) and I invite you to consider standing for election as a Parent Governor for our school.

Every Pioneer Academy School has a Governing Body, which includes a number of categories of Governors including Parent Governors. Parent Governors are elected to serve for a period of two years, though they may resign at any time.

Together with the Headteacher, the Governing Body has overall responsibility for the running of the school; amongst many duties Governors are involved in deciding school policies, allocating the school's budget and appointing senior staff.

The Governing Body has 3 core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

(Governance Handbook)

No special qualifications are needed; the most important thing is to have a keen interest in the school and be prepared 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.

In our school we have two Parent Governors who serve for a term of office of two years. The full Governing Body normally meets four times per year, usually at 4.00pm for two hours. In addition, each governor is assigned a role which involves them monitoring that aspect of the school (with support and guidance). Your commitment therefore in terms of time, is focused on initial governor training (mostly online), the preparation for and attendance at four meetings per year along with any monitoring activities relevant to your nominated role.

Living the Olympic and Paralympic Values

If you would like to stand for election, please complete the attached form and return it to me by 6th November 2026.

You may wish to propose another parent and if so, please ensure that they are aware of your intentions; please also ensure that they sign the nomination form by way of confirmation.

Each person standing for election is invited to provide with their nomination, a short personal statement (a maximum and strictly no more than 250 words). The 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.

If the number of nominations received is equal or less than the number of vacancies, the nominee(s) will automatically be elected as Parent Governors; if there are more nominations than vacancies, a ballot (vote) will be held and copies of the personal statements will be sent to all parents.

I do hope you will consider standing as a Governor or perhaps nominating another parent/carer (please ensure they are aware of your intentions; you should also obtain their signature on the nomination form).

If you would like more information about being a School Governor, please contact a member of our Governing Body or me for more information via the school office.

Kind regards

Jasper Dale
Chair
Board of Governors