



STOKE PARK — SCHOOL —

Dear Parents/carers,

I am writing to you to invite you to stand for election as a parent governor or to nominate another parent to do so. We currently have two vacancies and the term of office is 4 years.

The role of the Local Governing Committee

The local governing committee (LGC) has responsibility, oversight and scrutiny of the school within the overall strategic direction and framework determined by The Futures Trust Board of Trustees.

There will be three Local Governing Committee meetings per academic year and Governors are encouraged to support and enrich the school in other ways which could include:

- School visits outside Local Governing Committee meetings
- Taking on a Link Governor role
- Participating in induction and training

Who can stand for election?

To be able to volunteer, you need to be a parent/carer (or someone who has parental responsibility) for a child registered at Stoke Park School. You do not need any specific qualifications, but will have time, enthusiasm and a deep commitment to supporting the school. The enclosed sheet summarises the circumstances under which someone cannot serve as a parent governor.

To fulfil the role, you will need to:

- attend regular meetings
- visit the school occasionally
- do some background reading
- take part in induction training and ongoing development (which will be provided for you)

Every governing board needs a balance and diversity of knowledge, skills and experience and we welcome your application.





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If you would like to apply, please complete the enclosed nomination form and return it to - Mrs S Allen-Moore at Stoke Park School, Dane Road, Coventry, CV2 4JW or you can email it to sallen-moore@stokepark.coventry.sch.uk. All nominations must be received by 12th December 2025. If you are putting someone else forward for nomination, please make sure they are happy for you to do so.

If there are more nominations than vacancies, we will conduct a secret ballot. If that is necessary, voting papers and instructions will be sent to all parents and carers.

Yours faithfully,

Mrs AM Smith
Head of School

Mr S Toor
Executive Headteacher





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Eligibility and disqualifications to serve as a local governor:

A person must be aged 18 or over at the date of their election or appointment.

A person shall be disqualified from holding office or continuing to hold office as trustee/local committee member if they:

- become incapable by reason of illness or injury of managing or administering their own affairs;
- are absent without the permission of the trustees from all meetings held within a period of six months, and the trustees resolve that their office be vacated;
- have been declared bankrupt and/or their estate has been seized from their possession for the benefit of their creditors and the declaration or seizure has not been discharged, annulled or reduced; or
- are the subject of a bankruptcy restrictions order or an interim order;
- are subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986; or
- are subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- cease to be a trustee by virtue of any provision in the Companies Act 2006;
- are disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision); or
- are otherwise found to be unsuitable by the Secretary of State;
- have been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which they were responsible; or to which they were privy; or which they, by their conduct, contributed to or facilitated;
- have, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011;
- have not provided to the chair of trustees a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997.





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Nomination form: Parent Governor

Election of: Parent Governor

Please complete this form in BLOCK CAPITALS

Nominee name:

Nominee contact details:

Including address, postcode and contact phone number

Email address:

How did you find out about governor vacancies? (e.g. advertisement in the school newsletter, told by a friend, etc.)

Meetings are usually held on Mondays at Stoke Park School at 5pm – would you be able to commit to this?

Please give details of your school age children that attend the school.

Have you ever been or are you currently a governor? If yes, please provide details including school and period of office.

Are you willing to attend training sessions?

Why do you want to become a school governor?

What aspects of education most interest you?

What do you think is most important in a child's education?

Is there anything else you would like to tell us about yourself? (eg hobbies, interests, membership of groups/societies, etc)

Are you willing to undergo an enhanced DBS check?





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Nominee signature:

Date:

Completed nomination forms must be returned to Mrs S Allen-Moore at Stoke Park School, Dane Road, Coventry, CV2 4JW or to sallen-moore@stokepark.coventry.sch.uk by 12th December 2025.

