Blackrod Primary School
Manchester Road
Blackrod
Bolton
BL6 5SY
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E.Mail: office@blackrod.bolton.sch.uk
Website: www.blackrodprimary.co.uk

14th October 2026

Dear Parent/Carer,

Governing Board of Blackrod Primary School
Parent/Carer Governor Election - Nominations

I am writing to let you know that a vacancy has now arisen for a parent governor to serve on the Governing Board.

Becoming a governor is very rewarding and worthwhile experience. Effective governors do not need educational expertise, but do need to be committed to their school, willing to ask questions and offer appropriate challenge and support.

They also need to be able to work as an enthusiastic member of the Governing Board team with the aim of raising and maintaining high educational standards for all children. Governors are asked to act with integrity, honesty and objectivity and act at all times in the best interests of the school.

The prime focus of the Governing Board is to develop the strategic direction of the school, be accountable to stakeholders and to ensure that financial resources are spent appropriately.

Governors also have a number of opportunities to access training or development to develop and enhance their knowledge and skills.

It is important to note that governors are elected or appointed to bring the experience of that individual as a member of the Governing Board. Once elected, parent governors are a representative parent, but not a delegate. This means they are not expected to report back to parents on any matters relating to the School or Governing Board without prior consent from the Governing Board.

Further information about the commitment and role of a governor can be gained by visiting the school website or the LA Governance Services website at www.boltongovernanceservices.org.uk

I am therefore inviting you to consider standing in the election to become a parent governor.

Before completing the attached nomination form, please remember that:

(a) a person nominated must be a parent/carer of a pupil registered at the school;
(b) a person nominated must sign the form to show that he/she is willing to be a governor;

(c) a parent/carer cannot stand for election if they work at the school for more than 500 hours in a twelve-month period or if they are an elected member of the local authority;
(d) a person nominated should complete the enclosed declaration of eligibility form and sign to say that they are not disqualified from being a governor;
(e) every eligible parent is entitled to vote in a ballot process;
(f) the term of office for a parent governor shall be 4 Years.
(g) all nominations must be returned to the School at **chair@blackrod.bolton.sch.uk** by -

12.00pm on Monday 2nd November 2026

Following receipt of all nominations by the stated closing date and time, if there are the same numbers of nominations as the position available, that parent will be duly elected. If, however there are more nominations than positions available, a secret ballot will be held. Therefore, all nominees are asked to provide a personal statement about themselves to assist with the voting process. (This is not intended to be long or onerous rather a short statement about why you would like to become a governor and what skills/enthusiasms you can bring.)

All newly elected and re-elected governors must complete a declaration of eligibility form to certify that they are not disqualified from being a governor. To ensure from the outset that candidates are eligible, the person nominated is asked to read and sign a pre-appointment declaration of eligibility form. Following election, the school will undertake a Disqualification and Barring Service (DBS) check if the successful candidate does not already hold a valid enhanced DBS certificate.

If you are considering standing in the election and would like some further information (on the work involved in being a Governor, for example) please do not hesitate to contact me.

I appreciate this letter may appear rather formal and potentially off putting, but there are certain legal requirements we need to fulfil. Please don't downplay or underestimate what you can bring to our Board - the key attributes are enthusiasm and a willingness to commit some time to our children and School because they deserve the best, you could well be that person.

Yours sincerely

Mrs K Mead

Head Teacher

Blackrod Primary School

NOMINATION FORM FOR ELECTION OF PARENT/CARER GOVERNOR (a copy of this form in 'word format' can be found on the school website: https://www.blackrodprimary.co.uk/ About us – Governors – Vacancies

Name of nominee: _____
Address:
_____

_____

_____

Telephone and Email Address: _____

I am the parent/carer of a child at the School and I am willing to serve as a Governor if elected. I understand the commitment involved and will endeavour to attend training to assist me in the role.
I have read the Declaration of Eligibility and can confirm that to the best of my knowledge am not disqualified from election as a governor.

Signature of nominee: _____

Date: _____

PERSONAL STATEMENT

My Skills and Experience: *(up to 100 words)*
My contribution to the future work of the Governing Board may include: *(up to 100 words)*

PLEASE RETURN THIS COMPLETED FORM TO THE CHAIR OF GOVERNORS BEFORE 12.00pm on Monday 2nd November 2026chair@blackrod.bolton.sch.uk