Aintree Davenhill Primary School
Aintree, Lane, Aintree Village, Merseyside L10 8LE
Tel: 0151 526 1162
Email: admin.aintreedavenhill@schools.sefton.gov.uk

Headteacher Miss E. Clay

Date 25th September 2026

Dear Parent

Parent Governor Vacancy

I am seeking nominations on behalf of the Governing Board for a parent governor vacancy

At Aintree Davenhill, we always aim for positive and purposeful partnerships with parents, which undoubtedly bring important benefits to the children. One of the most significant ways you can help in promoting this aim is to volunteer to be a parent governor. The governing board's main tasks are to support the school, ensure that all pupils receive a high quality education and plan for future development and improvement.

Parent governors are welcomed as valued members of the team and play a vital role in ensuring the governing board is aware of the views of parents and the local community. We are confident that there are parents prepared to volunteer to take on this key role and give their time and commitment to help us continue to develop and improve the school's performance.

Governors currently meet as a board six times a year and meetings usually start at 5:30pm. All meetings are held at the school. If needed, additional meetings will be planned with, unless there are extraordinary circumstances, seven days' notice given. There is an expectation that governors attend meetings to keep informed and up-to-date with school matters, and key decision making. Governors are occasionally required to visit the school during the day for monitoring visits and are encouraged to support school events, where possible.

The core functions of the governing board are:

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

We offer new governors a supportive induction, and training for the role is also available. I hope you will consider being a candidate and using your vote in the event of an election. You may nominate another parent or yourself using the attached nomination form which has to be with Ms Williams in the school office by **12 noon on 12 October 2026**. I will acknowledge receipt.

The following is an extract from the parent governor election procedures:

'Parents are:

(a) the natural parents of a pupil and/or
(b) persons with parental responsibility for a pupil and/or
(c) persons with care of a pupil.

Both parents in a case of separation or divorce are entitled to receive information about parent governor elections at the school and to participate in those elections. This also applies to legal guardians and foster parents.'

In the event of there being more nominations than vacancies, I will hold an election for which the timetable will be:

1. Despatch of ballot papers: Tuesday 13th October 2026

2. Deadline for the return of ballot papers: 12 noon Tuesday 20rd October

3. Count: 3.30 pm on Tuesday 20th October in the art room (access off the junior playground opposite the football cages) nominees are invited to attend.

Please contact me if you require any further information about being a parent governor.

The successful candidate will be appointed for a four-year term of office.

Yours sincerely

Miss E Clay
Headteacher

Parent Governors 2026

Nomination

	Name	Address	Signature
Nominee			
Proposer			
Seconder			

I agree to my nomination and I confirm that I comply with the extract from the procedures which determines a parent.

Name .....

Signed .....

No person who is less than 18 years old may be a school governor

Self-Nomination

Name	Address	Signature

Biographical Details

You are asked to supply some information about yourself which will be sent out with ballot papers in the event of an election. It can be written by hand below or you may type it on a separate sheet of paper.

Please do not use more than 100 words.

Please return to Ms Williams by noon on Monday 12th October 2026.