St. Mary's Catholic Primary School, Harrington
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Headteacher: Mrs D Douglas

Tuesday, November 3, 2026

Dear Parent/Carer

PARENT GOVERNOR ELECTION – St Marys Catholic Primary School

I am writing to inform you of a Vacancy on the school governing board for a parent governor. Details of the process to fill the vacancy follow.

THE NOMINATION OF PARENTS AS CANDIDATES

Each parent or family member of a pupil attending the school is to be given the opportunity of putting their name forward with a view to becoming a parent governor. If you want to submit a nomination on your behalf you should do so, in writing, to the Clerk -.(k.weston@stmarys-harrington.cumbria.sch.uk) Letters of nomination, enclosed, must be countersigned by two sponsors, who must also be parents of children currently attending the school. The closing date for the receipt of nominations by the school is **17th November 2026**. Please note that incomplete nominations will not be accepted.

In the event of there being no more than one nomination, the person nominated will automatically be elected, unopposed as a parent governor.

THE ELECTION PROCEDURE

If the school receives more nominations than vacancies, an election by secret ballot will be held as soon as possible. Each parent of a child who at the time of the election is a pupil at the school will be entitled to vote.

In the event of an election, the Clerk will issue all parents with further details concerning the way in which the ballot (which will be entirely secret and as foolproof as possible) is to be organised and supply the official ballot papers.

CANDIDATES' CONTRIBUTION TO THE ELECTION

Candidates will be given the opportunity to write a short statement, which will be circulated to all parents of the school. Should candidates wish to seek support in any other way, this will be entirely their own responsibility.

Following an election, parents will be told the name of the successful candidate(s).

TERM OF OFFICE OF PARENT GOVERNORS

An elected parent governor will hold office for a period of four years.

PARENTS' PARTICIPATION

It is very important for the efficiency and effectiveness of schools, that parents should be encouraged to have an active involvement in their children's education. Consequently, parents are encouraged to participate and take an interest in the election process, whether as candidates or voters.

If you would like to know more about what the role of a governor entails, or you have any other queries at this stage, please contact the Clerk who will be pleased to try to help you.

Thank you for your continued support.

Yours sincerely,



Mrs D Douglas
Headteacher.