

PARKSIDE COMMUNITY FOUNDATION PRIMARY SCHOOL

Part of the Garlinge and Parkside Primary Schools and Nurseries Federation

Executive Headteacher: Mr James Williams
Head of School: Mrs Anthea McLevy
email: headofschool@parkside.kent.sch.uk
web: www.parksidecommunityprimaryschool.co.uk



Tennyson Avenue
Canterbury
Kent CT1 1EP
tel: 01227 464956

Thursday 9th October 2025

Dear Parents, Grandparents and Carers

Election of a Parent Governor

I am writing to invite you to consider standing for election as a parent governor for Parkside Community Foundation Primary School and, the other school in our federation, Garlinge Primary School and Nursery ("the schools").

Every local authority maintained 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 four years, though they may resign at any time.

We have one parent governor vacancy and this is open to parents, grandparents and carers (e.g., foster carers) with a child in either of the schools.

Together with the Executive Headteacher and the Heads of School, the Governing Body has overall responsibility for the running of the schools. Governors are involved in deciding school policies, allocating the schools' budgets and appointing senior staff. The core functions of the governing body include ensuring:

- that the vision, ethos and strategic direction of the school are clearly defined.
- that the Executive Headteacher and Heads of School perform their responsibilities for the educational performance of the schools.
- the sound, proper and effective use of the schools' financial resources.

No special qualifications are needed to be a parent governor. The most important thing is to have a keen interest in the schools, and to be prepared to volunteer your time to play an active part in the Governing Body's work. In order to support governors, training is provided (the cost of this training is covered by the schools).

The Governing Body meets five times per year. In addition, we have Quality of Education and Leadership and Management Committees, which meet three times a year; all governors are welcome to join the committees, but this is not mandatory.

Within 21 days of appointment, Governors are required to have Disclosure and Barring Service (DBS) and section 128 checks. The schools will cover the full cost of these checks. In certain circumstances a person is disqualified from holding or continuing to hold office as a school governor, an indicative list can be found here:

[Qualifications and Disqualifications \(regulation 17 and Schedule 4 to the Regulations\) - Governors for Schools.](#)



PARKSIDE COMMUNITY FOUNDATION PRIMARY SCHOOL

Part of the Garlinge and Parkside Primary Schools and Nurseries Federation

Executive Headteacher: Mr James Williams
Head of School: Mrs Anthea McLevy
email: headofschool@parkside.kent.sch.uk
web: www.parksidecommunityprimaryschool.co.uk



Tennyson Avenue
Canterbury
Kent CT1 1EP
tel: 01227 464956

If you would like to stand for election, please complete the attached nomination form and return it to me by **Wednesday 29th October 2025**. You can hand a copy of your nomination form into the school office or email it to chair@garlinge.kent.sch.uk.

Each person standing for election is invited to provide, with their nomination form, a short personal statement. 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 our Governing Body. You can also nominate another parent or carer; if you wish to do this, please do ask for their permission first.

If the number of nominations received is equal or less than the number of vacancies, the nominee will automatically be elected as a parent governor, subject to satisfactory DBS/section 128 checks. If there are more nominations than vacancies, a ballot will be held, and copies of the personal statements received will be sent to parents, for the vote to take place. Each parent will have one vote.

We are a very welcoming Governing Body, and I do hope you will consider standing to join us. If you would like more information about being a school governor, please do contact me at the email address below or by leaving a message for me in the school office. I would be very happy to answer any questions you have.

Yours sincerely

Martina Graham.

Martina Graham
Chair of Governors

Email address: chair@garlinge.kent.sch.uk

Enclosed: Parent governor election nomination form.



PARKSIDE COMMUNITY FOUNDATION PRIMARY SCHOOL

Part of the Garlinge and Parkside Primary Schools and Nurseries Federation

Executive Headteacher: Mr James Williams
Head of School: Mrs Anthea McLevy
email: headofschool@parkside.kent.sch.uk
web: www.parksidecommunityprimaryschool.co.uk



Tennyson Avenue
Canterbury
Kent CT1 1EP
tel: 01227 464956

Nomination Form

Election of Parent Governor for Parkside Community Primary School and Garlinge Primary School and Nursery.

Please return this form to the school office by **Wednesday 29th October 2025** or by email to chair@garlinge.kent.sch.uk, with a short **personal statement**.

Name of the nominee	
Name(s) of child/children within the school(s)	
Telephone number	
Email address	
Home address	
A short personal statement explaining why you are interested in becoming a parent governor, and the experience/skills you will bring to our Governing Body. If required, additional paper can be used.	
Signature	<i>I confirm that I am willing to stand as a candidate for election and that I am not disqualified from holding office for any of the reasons set out in The School Governance (Constitution) (England) Regulations 2012 or The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2017:</i> Signed: _____
Date	

