



Ref: MMM/VM

15<sup>th</sup> September 2025

Dear Parents & Carers

**Re: Parent Governor Vacancy**

We currently have one vacancy for a Parent Governor and I would like to invite you to consider joining the Local Governing Body.

I do hope you will give this opportunity serious consideration. The position will give you an insight into the inner workings of Sir Graham Balfour School and will provide an opportunity to become involved fully, helping to shape the ethos and future development of the school.

Parent Governors are appointed for a period of up to four years, irrespective of whether their children remain in school during that period. Parents of all children currently registered at the school are entitled to stand or to nominate others.

“Parents” includes step-parents, guardians, or other persons having parental responsibility. Please note if you are employed at the school for more than 500 hours in a year, you are not eligible to put yourself forward for election. You will, however, be able to vote should a ballot be necessary.

**What is expected of a Governor?**

- To attend meetings of the Local Governing Body
- To serve on one of the sub-committees
- To be linked to a department within school
- To attend school functions wherever possible

Should you wish to discuss any aspect of either the role or the responsibilities of the Governing Body, please telephone me at school or contact our Chair of Governors, Mike Winkle, at [mwinkle@sirgrahambalfour.staffs.sch.uk](mailto:mwinkle@sirgrahambalfour.staffs.sch.uk).

If you are willing and eligible to stand as a candidate, please complete the attached nomination form. You will need the support of two other parents who both need to sign the form. Completed nomination forms must be returned to the school no later than 12.30pm on Friday 10<sup>th</sup> October 2025.

Following the closing date should we have more nominations than vacancies, parents will be sent a ballot giving details of each of the candidates. All parents will be asked to indicate their preference and return the ballot paper to school by a given date. To comply with statutory regulations, the ballot will be conducted in secret.

I do hope you feel able to stand and I look forward to receiving your nominations.

Yours faithfully

**Mr M Mason**  
**Headteacher**



# Sir Graham Balfour School

Member of **INSIGHT**  
MULTI-ACADEMY TRUST

## APPOINTMENT OF PARENT GOVERNOR – NOMINATION FORM

Name:		
Address:		
Telephone No:		
Name(s) of child(ren), Year and House Tutor Group:		
<b>Candidate Information:</b>		
<i>Please state, as briefly as possible, the contribution you feel you could make to the Governing Body:</i>		
Signed:		

Name of parent proposing the nomination:		(Print)
		(Sign)
Name of parent seconding the nomination:		(Print)
		(Sign)

Please complete and return to school for the attention of Mrs McKeen,  
no later than Friday 10<sup>th</sup> October 2025 at 12.30pm.