



Guildhall Feoffment
Community Primary School

Bridewell Lane, Bury St Edmunds, IP33 1RE
01284 754840
admin@guildhallfeoffment.suffolk.sch.uk
www.guildhallfeoffment.org

14th September 2026

Dear Parent/Carer,

There is currently a vacancy for a Parent Governor on the Governing Body of Guildhall Feoffment School. We are therefore writing to give you details of the arrangements for nominations and voting for new Parent Governors.

Governing bodies are the key strategic decision-making body of every school and have a vital role to play in making sure every child gets the best possible education. In all schools governing bodies should have a strong focus on three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing body's work. However, we would particularly welcome at this time nominations from parents with the following skills:

- Experience of school finance or other finance background
- Experience in HR and Personnel legislation
- Experience in Premises Management, Health & Safety
- A background in law or understanding of business legislation

Enclosed with this letter is a nomination form on which parents who have children at the school can nominate themselves or another parent, with their consent, for election as a parent governor. It is necessary for a parent governor to have a child at the school at the time he or she is elected.

Certain people are disqualified from being governors and, as such, candidates are asked to please consult the attached sheet detailing the disqualification criteria before making a nomination. If grounds for disqualification come to light after appointment the person is automatically barred from being a governor and the appointment will terminate with immediate effect.

There is space on the nomination form for a statement of not more than 200 words by the person nominated in which they can give such details as they wish about themselves, their views and the skills they believe they can bring to the governing body. This statement would then be included on the voting paper.

The term of office is for 4 years whether or not the child of the elected parent remains at the school for the whole of this period. A parent governor elected now will hold office until October 2030 and,

like other governors, will be able to stand for re-election providing they are still eligible. **The closing date for nominations is 30th September 2026.**

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure. The governing body would like parents to play as full a part as possible in your children's education and, therefore, it is hoped that you will use your vote in this election.

If you would like to discuss what the role entails further, please come and speak to us or email us at head@guildhallfeoffment.suffolk.sch.uk

Yours sincerely,

The image shows two handwritten signatures in black ink. The first signature is 'Andy Matthews' and the second is 'Fiona-Catherine Thompson'. The signatures are written in a cursive, flowing style.

Andy Matthews & Fiona-Catherine Thompson
Co-Headteachers