Headteacher
Mr James Kilsby BSc Hons
Deputy Headteachers
Mrs Rebecca Cole BA Hons
Miss Jessica Scott BA Hons
Mr Richard Moore B. Ed Hons

Cottenham Primary School
Lambs Lane, Cottenham,
CB24 8TA
Tel: 01954 250227
E.Mail: office@cottenham.cambs.sch.uk
Web: www.cottenham.cambs.sch.uk

Friday 13th November 2026

Dear Parents

Cottenham Primary School Election of Parent Governors

The governing body of Cottenham Primary School has four parent governor vacancies. **If you are interested in the education of your child and the way the school makes decisions, and have some time to commit to this role, we would like you to consider becoming a parent governor.**

What do governors do?
Governors are responsible for ensuring the strategic direction of the school, its performance and the use of resources to support learning. They help to ensure our school provides the best education it can for children, parents and the local community. Governors do not need to be experts to tackle the range of responsibilities expected of them; help, advice and training are available from various sources. Parent governors are on the governing body as representative parents, but they are not delegates to parents not on the body, and other parents cannot mandate them on how they should vote.

At Cottenham Primary School, we aim to build a board comprising governors with a diverse range of skills, experiences, qualifications, characteristics, and perspectives, and who are from different backgrounds and settings. A diverse governing board will help pupils from all backgrounds to succeed and allows us to create a culture of inclusion, challenge barriers and biases, and provide a diverse range of role models for pupils. **We encourage all eligible parents, regardless of age, experience, and background, to apply for the role.**

Who can be a governor?
Anyone who has parental responsibility for a pupil on the school roll at the time of the election can self-nominate, stand for election and vote in the election (subject to The School Governance (Constitution) (England) Regulations 2012 Schedule 4). A parent who works for the school for 500 hours or more or a parent who is an elected member of the local authority (County Councillor) is not eligible to stand for election but they are permitted to vote. If an election is necessary, we will send ballot forms home with information on how to vote. If insufficient parents stand for election the governing body can appoint nominated parents to the governing body. The term of office for a parent governor is 4 years; while we would like governors to serve a full term, this is not a set commitment.

What do I do next if I am interested?
If you would like more information, we have a number of governors who are happy to talk about their own experiences. Please contact the Clerk at clerk@cottenham.cambs.sch.uk, who will put you in touch with a current governor. A copy of the rules guiding the election of parent governors and further copies of the nomination form can be obtained from the school office. All nominations should be sent to the school office by **3.30 pm on Thursday 26th November** either by hard copy or by email to **office@cottenham.cambs.sch.uk**. Please complete the self-nomination form included with this letter, which should include a few words about you and why you would like to be a governor. You will also need to have completed the declaration of eligibility to be a governor (form also included with this letter) and provide some proof of identity at the school office.

If you require a copy of this letter in a language other than English or in large print format, please contact the school.

Yours sincerely

James Kilsby
Headteacher

Simon Gibbons
Chair of Governors

Self-Nomination Form

Election for a Parent Governor for Cottenham Primary School

Name:

Child(ren) in Year(s):

Why I would like to be a parent governor:
(please provide a brief statement of no more than 200 words, continuing on a separate sheet if necessary)

I am willing and eligible to stand for election as a parent governor at Cottenham Primary School.

Name of Candidate:	
Signature:	
Contact Details:	

Date:

Declaration of Eligibility Form for New and Re-Appointed/Elected Governors

Please read the following notes about disqualification, sign the form and return it to your clerk. The clerk should make sure this form has been completed and is kept in the Single Central Record.

The information you give on this form will enable your eligibility to serve as a governor to be established. These measures form part of the school's routine procedures for ensuring the safety of pupils.

Full name:

Home address:

Postcode:

Home tel: **Work tel:**

Email address:

School:

Proof of Identity (please tick which item has been provided) :

Driving licence ☐

Passport ☐

Birth certificate ☐

See link: *The School Governance (Constitution) (England) Regulations 2012 Schedule 4:*

I declare that I am not disqualified from serving as a school governor and that:

* I am aged 18 or over at the time of this election or appointment

* I do not already hold a governorship of the same school **

* I am not the subject of a bankruptcy restrictions order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989, a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)

* I have not been removed from the office of charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body

* I am not included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people

* I am not barred from any regulated activity relating to children

* I am not subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008

* I am not disqualified from working with children or from registering for child-minding or providing day care

* I am not disqualified from being an independent school proprietor, teacher or employee by the Secretary of State

* I have not been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor

* I have not received a prison sentence of two years or more in the 20 years before becoming a governor

* I have not at any time received a prison sentence of five years or more

* I have not been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor

* I have not refused a request by the clerk to make an application to the Criminal Records Bureau for a criminal records certificate.

*** This does not apply to governors being considered for re-appointment or standing for re- election.*

Signature_____ Date_____