



**St Alban's Catholic Primary School**  
Lensfield Road Cambridge CB2 1EN  
Email: [office@stalbans.cambs.sch.uk](mailto:office@stalbans.cambs.sch.uk)  
Website: [www.stalbans.ccceducation.org](http://www.stalbans.ccceducation.org)

**Headteacher:** Mr J McCrossan  
**Chair of Governors:** Dr L Campos



Dear Parent/Carer,

## PARENT GOVERNOR ELECTIONS

I am writing to you to invite you to stand for election as a parent governor, or nominate another parent to do so. Our school has provision for 2 parent governors, and there is currently 1 vacancy.

The governing body, with the headteacher, has overall responsibility for the running of the school. Governing bodies have 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
- 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. Training is available for all governors. The governing body has an expectation that those new to being a governor will attend induction training (offered free by the local authority).

The enclosed sheet summarises the circumstances under which someone cannot serve as a governor. In addition, parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in these elections.

Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election, please complete the enclosed nomination form and return it to the clerk on [clerk@stalbans.cambs.sch.uk](mailto:clerk@stalbans.cambs.sch.uk) no later than **Friday 21 October**. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted, but if you are nominating another parent, please seek their prior consent.

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.

Yours faithfully,

Rachael Beale  
Clerk to the Board of Governors

*The pupils' exemplary  
behaviour and very  
positive attitudes towards  
learning are key factors  
in their outstanding  
achievement.*

Ofsted 2014

*"St Alban's School exists to ensure that all children believe, achieve and succeed".*

