



13th April, 2026

Dear Parents and Carers,

Fulbourn Primary School – Election of Parent Governors

The governing body of Fulbourn Primary School has one parent governor vacancy. We are writing to you to ask if you would be interested in becoming a school governor?

The role of a school governor

Governors are people who wish to make a positive contribution to children's education. Governors are volunteers who work with school staff to ensure children get the best education the school can provide. They have a varied and important role in helping our school run effectively. The governor role is strategic rather than operational. Governors don't get involved with the day to day running of the school, instead they support and challenge the school's leadership team to drive school improvement. They champion the work the school does.

Our parent governors are very valuable members of the governing body, and we rely on them to offer a parent's perspective. They are on the governing body as representatives of parents, but they are not delegates and other parents cannot mandate them on how they should vote.

If the answer is YES to the following, you could become a school governor:

- Can you spare time?
- Do you enjoy working as part of a team?
- Are you interested in serving the local community?

Expectations of governors

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. Being a school governor is a rewarding role. Our governors come from our local community and wider afield. Being a school governor is a commitment and a responsibility but offers you the chance to see first-hand the impact you can make in improving education for the children at Fulbourn Primary School.

The Governing board meets six times per year, in the evening, in school. Meetings usually start at 7.00 p.m. and last for approximately 1.5 hours. Governors also sit on at least one other committee or panel, which will generally meet once per half term, in the evening, via Teams. If work commitments allow, you would also be asked to occasionally attend school during the day, for example to undertake monitoring visits. Reasonable expenses will be reimbursed (for example to cover childcare during your attendance at a meeting).

Eligibility – who can apply?

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.

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 can vote in the election. 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 insufficient parents stand for election, the governing body can appoint nominated parents. The term of office for a parent governor is four years.

There are some circumstances under which someone cannot serve as a governor and these are detailed in the eligibility criteria attached.

How to apply

All nominations should be sent to the school office either by completing [this online form](#), or by paper copy, by 12 noon on Friday 24th April 2026. We also need candidates to provide a written statement of not more than 200 words outlining why they would like to be a governor, and what knowledge/skills/experience they can bring to the governing body. This statement will be shared with the parent body in the event that a ballot is needed.

On Wednesday 29th April 2026, we will inform parents about the details of parent governor nominations. If an election is necessary, we will send a link to an online ballot form by the Reach More Parents app, with the names of the candidates and their details. Each parent will have one vote as there is one vacancy. The ballot is secret, and you can complete the online ballot form or request a paper form which you can send or post back using a double envelope system. (The ballot paper should be sealed in an inner, unmarked envelope, which would then be sealed in an outer envelope with the name of the voter printed on the back.) The ballot paper can be placed in the ballot box at the main school reception office. If a parent submits more than one online vote, then only the first received vote will be counted and subsequent votes will be disregarded. All votes must be received by 12 noon on Monday 11th May 2026 when they will be counted.

Further information

If you would like more information, please contact the school office (office@fulbourn.cambs.sch.uk). Further information about the governing body can be found on the school website. If you require a copy of this letter in a language other than English or in a large print format please contact the school office.

Yours sincerely,

Mrs. Beci McCaughran
Headteacher

Encs.