



Kimberley Primary & Nursery School
Swingate, Kimberley, Nottingham.
NG16 2PG.
Tel: 0115 9385050
www.kimberleyprimary.org.uk
Email: office@kimberleyprimary.org
Head Teacher: Mrs Rebecca Clarke



Friday 16th January 2026

Dear Parent/Carer

Parent Governor Vacancy

I am writing to inform you of a parent governor vacancy, for **Kimberley Primary School & Nursery**, and we wish to seek nominations from parents who are interested in joining the local governing body of our school. **The term 'parent' relates to any person who has 'parental responsibility' and who has a child attending Kimberley Primary School & Nursery at the time they begin their term of office.**

The role of the governing body

The school's governing body is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational and financial performance. We are passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils.

The role of a parent governor

As a parent governor, you will work with the governing body to make sure it effectively carries out the duties referred to above. You will also play a vital role in bringing a parental perspective to the governing board, but you're not there to speak 'on behalf' of the parent body. To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for children
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills
- The specific skills required to make sure the governing body delivers effective governance

Expectations of governors

Governors are expected to attend each full governing body meeting, any sub-committee they become a member of, along with any extraordinary meetings that may also be required during an academic year.

As a governor, you will normally hold office for a period of 4 years, even if your child leaves the school during this time. However, you can resign from the local governing body at any time.

All governors are expected to undertake additional duties, which are individually negotiated; these may include developing expertise and advising the local governing body about a particular area of school life or sitting on ad-hoc working parties or governor appeal panels.



All new governors are required to undergo an Enhanced Disclosure and Barring Service (DBS) check, to ensure they are not barred from undertaking this regulated activity. Equally, interested parties should check the school's [Terms of Reference](#) for more details about disqualification from becoming a school governor. In addition, an elected member of the local authority and school staff who work at the school for more than 500 hours i.e. for more than one third of the hours of a full time equivalent, in a school year, at the time of election or appointment **will not be eligible to apply**.

How to apply

If you're interested in applying for the role, please complete the candidate form attached to this letter and return in a sealed envelope to the school office by 3:30pm on Friday 30th January 2026. Please address the envelope FAO K Eardley, Returning Officer.

If we receive more applications than there are vacancies, a secret ballot will be carried out and parents will be informed soon after the closing date for nominations.

If you have any queries about this process or would like to find out more about the role, please contact Nick Cobb, Chair of Governors, via the school office.

Yours sincerely,

Mrs K Eardley
Returning Officer



KIMBERLEY PRIMARY SCHOOL & NURSERY

PARENT GOVERNOR NOMINATION FORM

Candidate name:	
Candidate address:	
Candidate statement: <i>Please include any relevant skills or experience you feel you could bring to a school governing body and explain the commitment you can offer the governing body as part of your contributions to the future work of the board.</i>	

I confirm that I am a parent or carer of a registered pupil at Kimberley Primary School & Nursery.

By completing the above section, you are declaring that the information you have submitted is correct and replaces the need for your signature.

Alternatively, you may wish to print, sign below and return your nomination form to the school office.



East Midlands
Education Trust

Signed: _____

Date: _____



Artsmark
Gold Award
Awarded by Arts
Council England



KPS Curriculum with Creativity, Possibilities and Diversity at its heart