

To Parents/Carers at Great Hollands Primary School

October 2025

Dear Parent/Carer

I am writing to let you know there is a vacancy for a parent member on the School Advisory Board (SAB) for Great Hollands Primary School and we are therefore looking for any volunteers from our parent community who would like to join the SAB.

Great Hollands Primary School aims to establish a partnership with parents which undoubtedly brings great benefits to all our pupils. One of the ways you can help in promoting this aim is to volunteer to be a parent member of the SAB.

The SAB meets 4 times a year with an additional 3 networking/training sessions, and its key responsibilities are to:

- Provide support and challenge to the Headteacher
- Be ambassadors of the school, supporting and championing its achievements
- Elevate the voice of all stakeholders, pupil's families and the wider community
- Provide assurance on whether the Trust's understanding of the school matches the 'lived experience'

We welcome nominations from any parents/carers with an interest in this - you do not need to be an expert in the field of education. What you do need is an interest in the school and in the welfare of our children and the time and willingness to get involved. You will also need 'soft skills' – to be able to build relationships with a range of people, to work as part of a team and to question and challenge.

The normal term of office is 4 years and ongoing training and support is provided. You will be required to undergo a Disclosure and Barring Service check.

Parent members of the SAB are elected by the parents of registered pupils at the school. They should be parents/carers of pupils as at the closing date of nominations. If too few parents stand for election to fill the vacancies available, the SAB may appoint a parent of any child of or under compulsory school age.

The arrangements for the process are attached, together with a nomination form which must be received by **4pm on Friday 7 November 2025**. Should you have any questions about the role or want to have a chat with our other Parent SAB Member, please email me at governance@maidenerleghtrust.org.

Yours sincerely

Lindsey Bowden

Chair of the School Advisory Board, Great Hollands Primary School



Instructions for nomination as a Parent Member of the School Advisory Board

If you wish to nominate yourself as a Parent Member of the School Advisory Board, please complete the attached nomination form and return it by email to governance@maidenerleghtrust.org by the date below. If you are unable to apply electronically, a paper copy of the form can be handed to reception or posted to the school addressed to Lindsey Bowden, Chair of the SAB. Nominations must be returned by 4pm on Friday 7 November 2025.

All parents/carers of pupils at Great Hollands Primary School are eligible for nomination.

People may not be members of the SAB if they:

- Are a pupil at the school or under 18
- Are detained under the mental health act
- Were disqualified as a foundation, local authority, community, partnership or sponsor governor at the same school in the last 12 months for non-attendance
- Are currently subject to bankruptcy arrangements or disqualification orders or undertakings relating to insolvency or running a company
- Have been removed either from office as a trustee, or from being concerned in the management of any charitable body
- Are included on any list of people whose employment with children is prohibited or restricted
- Have received a prison sentence of more than three months within the last five years, of more than two and a half years within the last twenty years, or of five years or more at any time
- Have been convicted of causing a nuisance or disturbance on educational premises and sentenced to a fine in the last five years
- Refuse a request to make an application for a DBS check.

It is a criminal offence for someone to serve if they are disqualified.

In addition to the above someone cannot be elected or appointed as a parent member of the SAB if they are an elected member of the local authority or paid to work at the school for more than 500 hours in any consecutive twelve-month period.

Details of the election process

If no more than one nomination is received that candidate will be duly elected. If more than one nomination is received, then a contested election would follow:

1. A notice that a contested election will be held, together with the names of the nominees, will be sent out electronically by email.
2. Information about nominees will be supplied to each parent along with a ballot instructions.
3. Every parent has a right to vote.
4. The election would run from Monday 10 November until 4pm on Friday 14 November 2025.

