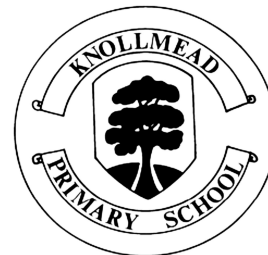


# Knollmead Primary School

Knollmead, Tolworth, Surbiton,  
Surrey. KT5 9QP  
Headteacher: Mr D Tan



**Telephone:** 020 8337 3778  
**Email:** [enquiries@knollmeadprimary.co.uk](mailto:enquiries@knollmeadprimary.co.uk)  
**Website:** [www.knollmeadprimary.co.uk](http://www.knollmeadprimary.co.uk)

26th February 2019

Dear Parent,

We currently have a vacancy for a Parent Governor at Knollmead Primary School. Parents or legal guardians of a pupil currently on roll at this school are invited to apply.

The Governing Body has overall responsibility for:

- Determining the overall direction of the school
- Supporting and challenging it in its bid to raise standards of educational achievement
- The accountability of the school

A parent governor is elected by the parent population at the school and as such is a representative of that body. Parent governors play a full part in the work of the governing body, which covers all aspects of running the school. They work with the Head teacher to provide the best possible education for all the pupils. For your information, our Governing Body meets at least six times a year for Full Governing Body Meetings. As well as attending meetings, governors are encouraged to take an active part in the life of the school. If you are interested in finding out further information about the role of a school governor,

If you are interested in finding out further information about the role of a school governor, please do not hesitate to speak to Mr Tan or Mrs Kearns, who will be happy to help and advise.

If you would like to stand as a parent governor, a nomination form is attached for you to complete. Two important parts of the form are:

- Obtaining the signature of another parent of a pupil at this school to propose you, and the signature of a different parent to second your nomination; and
- Writing a statement of up to 120 words in support of your nomination – why you would like to be a parent governor, any other ways in which you help or have helped in this or another school etc. This statement is not essential, but it will help parents to decide whom to vote for in the event of an election.

All nomination forms should be returned to me as the returning officer, by the closing date of **Friday 15<sup>th</sup> March 2019** as stated on the form. If we receive more than one nomination, we shall need to hold a secret ballot. I will inform you of the result of the ballot shortly after the closing date for votes to be cast, and the results will be made public.

If you have any queries, please contact me via the school office.

Yours sincerely,

Jo O'Neill  
Office Manager

Knollmead Primary School is part of The Coombe Academy Trust, a company limited by guarantee (company number 7905433, registered in England and Wales) that has its registered office at Coombe Boys' School, Blakes Lane, New Malden, Surrey KT3 6NU



