



Hermitage Primary School

Focused on Excellence; Surrounded by Care

Belmont Road, Uxbridge, Middlesex UB8 1RB - Tel: (01895) 234871

Headteacher: Mr Nicholas Hingley GLCM (Hons) ALCM

Dear Parent/Carer

Parent Governor Election

I am writing to you to invite you to stand for election as a parent on the local governing body of Hermitage Primary School and Ryefield Primary School (known as the Primary Hub). The Primary Hub has vacancies for two parent governors.

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 local governing body's work. The following information has been included with this letter and is also available on the governors' page of the school website ([click here](#)):

- Letter inviting parent governor nominations (this letter)
- Information sheet for potential parent governors
- Vanguard Learning Trust local governor role description
- Parent governor nomination form summer 2024

If you are interested in applying to be a parent governor and would like to meet to discuss the role, please contact me to arrange a meeting with Mrs Kirsty Farrell, chair of governors and Mr Nicholas Hingley, headteacher. The meeting(s) may be remote or face to face to suit availability. You can do this by email at vltgovernance@vlt.org.uk or via the school on 01895 234871.

The next step in the process is to complete the nomination form and return it to me at vltgovernance@vlt.org.uk. Alternatively, paper copies of the nomination form are available from, and should be returned to, the school's reception. Nomination forms may be typewritten or handwritten.

All nominations must be seconded, and all nominated candidates and their seconders must have pupils on the school register on the closing date for receipt of nominations. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent.

All nominations must be received by 5:00pm on Friday 28th June 2024.

Details about the procedure following the closing date for receipt of nominations can be found in the 'Information sheet for potential parent governors' included with this letter.

If you have any questions about this letter or about the election process please contact me at vltgovernance@vlt.org.uk or via the school on 01895 234871.

Yours faithfully



Nikki Hodgson
Virtual Assistant
Vanguard Learning Trust

