

22 September 2025

Dear Parent/Carer,

PARENT GOVERNOR ELECTION – LOCAL GOVERNING BODY OF MULBERRY UTC

I am writing to you to invite you to stand for election as a parent governor for the Local Governing Body of **Mulberry UTC** or nominate another parent to do so. In our school we have provision for two parent governors and there are currently two vacancies.

The Local Governing Body along with the Mulberry Schools Trust Board and with the Headteacher, has overall responsibility for the running of the school. The Local Governing Body has the following three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding the Headteacher accountable for the educational performance of the school and its pupils.
- Overseeing the financial performance of the school and making sure its money is well spent.

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. However, we would particularly welcome nominations from parents with skills related to finance, HR, project management, education, community relations and premises. Training is available for all governors and the Local Governing Body has an expectation that those new to being a governor attend induction training.

The enclosed sheet summarises the circumstances under which someone cannot serve as a governor. Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election, please complete the enclosed nomination form and return it to the school no later than **Monday 6 October 2025**. You may also include a short personal statement to support your nomination, which should be no longer than 250 words and a passport photograph (optional). Self-nominations will be accepted, but if you are nominating another parent, please seek their prior consent. Nomination forms can be returned to the school office or emailed to the Returning Officer at the email address below.

If there are more nominations than two, the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents on **Monday 20 October 2025** together with details of the ballot procedure. Every parent will be able to vote.

We hope that you will think about becoming a parent governor. If you would like more information, please do not hesitate to contact me on: dseed@mulberryschoolstrust.org

Yours sincerely,

A handwritten signature in black ink, appearing to read 'D Seed', written in a cursive style.

Daniel Seed
Principal / Returning Officer

