



# Biggin Hill Primary School

Old Tye Avenue, Biggin Hill, Kent. TN16 3LY

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*Headteacher:* Kate Lawrence

19th May 2025

Dear Parent/Carer,

I am writing to you to invite you to stand for election as a Parent Governor or to nominate another parent to do so (with their permission). We currently have two vacancies, and the term of office is four years.

## **The Role of the Local Governing Body**

The Local Governing Body has delegated functions from the Trust Board and plays a vital role in the oversight, challenge, and support of our school across several key areas:

**Safeguarding & Looked After Children** - Monitoring safeguarding practice, ensuring compliance with school and trust-wide policies and statutory requirements, and overseeing the provision for children in care.

**SEN** - Ensuring pupils with special educational needs receive appropriate support and seeking assurance that staff are adequately trained and supported.

**Academic Standards** - Monitoring school performance by reviewing data, including results, attendance, and pupil progress. Working collaboratively with school leaders to identify and address areas for improvement.

**Early Years Foundation Stage (EYFS)** - Overseeing the quality and effectiveness of our early years provision to ensure our youngest learners have the best possible start.

**Vulnerable Groups** - Monitoring the progress, attendance, and wellbeing of all vulnerable groups to ensure equity in educational outcomes.

**Health & Safety** - Ensuring the school provides a safe and secure environment for all pupils and staff through regular monitoring and review of protocols.

**Behaviour & Attitudes** - Reviewing and supporting the school's approach to behaviour management, attendance, and the development of positive attitudes to learning.

**Personal Development & Wellbeing** - Overseeing the school's provision for character development, British citizenship, positive mental health, and overall wellbeing.

**Stakeholder Engagement** - Developing communication channels, consulting stakeholders, and working in partnership with the local community to ensure stakeholder views are considered.

**Equity, Diversity and Inclusion** - Championing and monitoring the school's commitment to creating an inclusive environment where everyone feels valued, ensuring equitable opportunities for all regardless of background, and celebrating diversity within our school community.

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**P r i d e   I n   A l l   T h a t   W e   D o**

Other areas of delegation also include **Vision and Strategy**, **Policy Review**, and **Panel Work**

### **Who can stand for election?**

To be able to volunteer, you need to be a parent, carer (or someone who has parental responsibility) for a child at Biggin Hill Primary School. You do not need any specific qualifications. The Eligibility document summarises the circumstances under which someone cannot serve as a Parent Governor.

To fulfil the role, you will need to:

- attend regular meetings (5 each year)
- visit the school occasionally
- do some background reading
- take part in induction training and ongoing development (which will be provided for you)

### **How to apply**

If you would like to apply, please complete the attached nomination form and return it to [clerk@iniciotrust.org](mailto:clerk@iniciotrust.org) by noon 9<sup>th</sup> June 2025, or hand it to the school office. Please ask at the school office if you require a paper copy of the nomination form to be provided. If you are putting someone else forward for nomination, please make sure they are happy for you to do so.

If there are more nominations than vacancies, we will conduct a secret ballot. If that is necessary, voting papers and instructions will be sent to all parents and carers.

Yours sincerely,



Mrs E Spence  
Governance Professional, Inicio Educational Trust