

Heathlands Primary Academy & Pre-School  
Andrews Close  
Springwater Road  
Bournemouth  
Dorset  
BH11 8HB



Tel: 01202 574452  
Email: [heathlands@coastalpartnership.co.uk](mailto:heathlands@coastalpartnership.co.uk)

19 November 2025

Dear Parent / Carer

### **HEATHLANDS PRIMARY ACADEMY - PARENT GOVERNOR VACANCY**

I am writing to invite you to stand for election as a parent governor or nominate another parent to do so. In our school we have provision for two parent governors and currently have one vacancy.

As a Local Governor at Heathlands Primary Academy, you will play a vital role in shaping the strategic direction of our school, ensuring our pupils receive the highest standard of education. This is a unique opportunity to develop your skills, both personally and professionally, while having a direct impact on the future of our school and community.

You might like to look at the information on the role of governors:

[https://www.nga.org.uk/getattachment/Governance-Recruitment/Be-a-school-governor-or-trustee/Governor-role-description-2017-\(1\).pdf?lang=en-GB](https://www.nga.org.uk/getattachment/Governance-Recruitment/Be-a-school-governor-or-trustee/Governor-role-description-2017-(1).pdf?lang=en-GB).

The governing board has a vital role to play in making sure every child receives the best possible education. This is achieved by ensuring that governors have the necessary skills and commitment to contribute to the effective governance and success of the school. The skills that governing boards need will vary and will include personal qualities and capabilities, such as the capacity and willingness to learn and work as part of a team. It is expected that governors will make use of the various training opportunities available to them and play a full part in the work of the governing board.

Parent governors are elected by and from the parents of children currently attending our school. They serve a four-year term of office and bring a very important and valued perspective to the work of the governing board.

If you are interested in becoming a governor, contact the clerk with your nomination (self-nomination is acceptable), which will need to be with the school by **12.00 noon on Wednesday 3 December 2025**.

If there are more nominations than vacancies, a ballot will be held, and you will be sent a voting paper.

#### **Time Commitment**

6 Meetings per academic year and 3 school visits  
Flexible to fit around most work and family commitments

#### **Safeguarding**

Heathlands Primary Academy is committed to safeguarding and promoting the welfare of children. All appointments are subject to satisfactory completion of safeguarding checks.

Heathlands Primary Academy is committed to creating a diverse workforce. We'll consider all qualified applicants without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

The enclosed sheet summarises the circumstances under which someone cannot serve as a governor. In addition, parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in these elections. 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 or via email to the Clerk to the Governing Body at [hazel.serkis@coastalpartnership.co.uk](mailto:hazel.serkis@coastalpartnership.co.uk) no later than **12 noon Wednesday 3 December 2025**.

Please include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted, but if you are nominating another parent, please seek their prior consent.

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary voting papers will be sent to all parents together with details of the ballot procedure. Please note that if there is a need to go to ballot your personal statement will be sent to all parents to allow them to make a decision.

If you would like to find out more about the role, please do not hesitate to contact the Clerk to Governors, [hazel.serkis@coastalpartnership.co.uk](mailto:hazel.serkis@coastalpartnership.co.uk)

Yours faithfully

*H Serkis*

Hazel Serkis  
Clerk to the Governors/Returning Officer