



# POTTEN END C of E PRIMARY SCHOOL

*"Rooted in faith, we nurture grow and flourish"*

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Potten End,  
Hertfordshire, HP4 2QY  
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Email: [admin@pottenend.herts.sch.uk](mailto:admin@pottenend.herts.sch.uk)

Head Teacher  
Mrs Denise Kennedy

Dear Parents and Carers

27 February 2026

## ELECTION OF PARENT GOVERNORS

The Governing Board has two Parent Governor vacancies, and we are looking for volunteers to join our team. The role of a School Governor is a very diverse but rewarding one. Working alongside the Head Teacher and the school leadership team we see this as an investment in our children's educational future and, of course, our wonderful school!

No specific skills or experience are required for the role of Parent Governor, just plenty of energy, enthusiasm, and a willingness to get involved. Full training and support are provided to all new governors. We welcome applications from all backgrounds and abilities.

If you want to find out more about the role of the governors at Potten End, please visit our website: <https://www.pottenend.herts.sch.uk/governors> or reach out to [governors@pottenend.herts.sch.uk](mailto:governors@pottenend.herts.sch.uk) to ask any specific questions, we would be delighted to hear from you.

Governors usually **meet six times per** year, with meetings taking place in the evenings either at school or virtually. In addition to this, all governors will join one of two sub-committees which meet prior to FGB and governors are encouraged to participate in periodic training to further their development and understanding of the school and role and will be welcomed into school to experience the teaching and school life from time to time. Some further time may be needed to support specific initiatives that the governors are involved in, but these are not onerous.

All governor roles run for a period of 4 years (unless you choose to resign before or are re-elected) and for the safety of all our children, all candidates will be required to successfully pass a DBS (criminal records check) and will be required to provide references.

If you wish to submit your name, please complete the attached nomination form, including a brief statement about yourself and your suitability (**no more than 80 words**), which must be seconded by another parent of a child at the school, and return it either via email to [governors@pottenend.herts.sch.uk](mailto:governors@pottenend.herts.sch.uk) or by handing it to the School Office, by 3.30pm Friday 13 March 2026. Should there be more than two nominations, voting will take place remotely during the week commencing 16 March 2026.

Parent Governors must have a child registered at the school on the date they are elected, but do not have to resign from the Governing Board if their child leaves the school, unless they choose to do so.

If there are insufficient nominations, the Governing Board has the power to appoint a Parent Governor to fill the vacant governorship.

Yours sincerely

**Governing Board**  
**Potten End C of E Primary School**

**NOMINATION FORM**

**EDUCATION (NO 2) ACT 1986 – ELECTION OF PARENT GOVERNOR**

SCHOOL: Potten End CE Primary School 926

NAME: .....

HOME ADDRESS: .....

.....  
.....  
.....

I have a child at the school and hereby nominate myself for consideration for appointment as a Parent Governor of the school.

Signature: .....

(Biographical details for inclusion in the voting paper are given below):

Seconded\* by:      Name: .....

                                 Address: .....

                                 Signature: .....

\* The seconder must be a parent of a child currently at the school.

Biographical Details: