

# Allerton Grange School



**Talbot Avenue  
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**Headteacher: Mr A Norrington**

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Our Ref: ANo/BMa/Govs

3 February 2026

Dear Parent/Carer

## Parent Governor Vacancy

We currently have a vacancy for a parent governor. The role is voluntary, and the term of office is four years.

We are seeking a governor who reflects the diverse community we serve. This is an exciting opportunity for someone who wants to make a difference in their local school and, as a parent/carers of a child at Allerton Grange, you are invited to stand as a candidate.

The information included with this letter describes the process of becoming a governor, its role and the key characteristics desired.

You do not need specialist expertise to become a Parent Governor. What we are looking for is someone who:

- Is committed to supporting the school's success
- Can work well as part of a team
- Is willing, and has the time and capacity, to attend meetings, undertake training and engage in school life
- Brings curiosity, sound judgement and a commitment to improving outcomes for all pupils

While all parents and carers are welcome to stand for election, the governing board has recently identified a need to strengthen its financial oversight. We would therefore particularly welcome nominations from parents with experience in any of the following:

- Finance, budgeting or financial planning
- Accountancy
- Business management
- Governance or compliance
- Risk management
- Data analysis or performance monitoring





These skills would support the board in meeting its responsibilities for effective financial oversight and strategic decision-making, as recommended in governance guidance.

### How to apply

If you wish to nominate yourself to become a parent governor, please complete the enclosed form and return it to school in a sealed envelope, marked for the attention of **Mrs B Manfredi, Headteacher's PA/Clerk to the Governing Body**. Alternatively, forms are available on the school website and can be emailed to [chair@allertongrange.com](mailto:chair@allertongrange.com) ([link to nomination form](#)). **It must be received no later than 3.00 pm on Tuesday 24 February 2026.**

If you are putting someone else forward for nomination, please make sure they are happy for you to do so. If there is only one nomination for the position, that person will automatically be declared as a governor. If there are more nominations than places, a ballot will be held. For this purpose, nominees are invited to prepare a short statement which will be circulated with the ballot forms. The length of the statement should not be more than 200 words. (The Headteacher has the right to reduce any statements over and above this limit).

I do hope you will give some thought to standing as a parent governor. If you would like an informal chat about the role or have any questions before submitting your nomination, please contact Mrs Barbara Trayer at [chair@allertongrange.com](mailto:chair@allertongrange.com)

On another note, if you know of any members of the community (**not a parent at Allerton Grange**) who would be interested in becoming a co-opted governor, please contact Mrs Manfredi at [chair@allertongrange.com](mailto:chair@allertongrange.com) for an application form.

Yours faithfully

Mr A Norrington  
Headteacher.



## Eligibility and disqualifications to serve as a maintained school parent governor:

A governor must be aged 18 or over at the time of their election or appointment and cannot hold more than one governorship at the same school.

A person is disqualified from election or appointment as a parent governor if they:

- are employed at the school for more than 500 hours in any 12 consecutive months;
- are an elected member of the Local Authority.

A person is disqualified from holding or continuing to hold office as a governor or associate member if they:

- are a registered pupil at the school;
- have failed to attend governing body meetings at the school without the consent of the governing body, for a continuous period of six months;
- have been disqualified for failing to attend governing body meetings at the school without the consent of the governing body, for a continuous period of six months whilst serving as a foundation, local authority, co-opted or partnership governor at the school in the last 12 months;
- have had their estate sequestrated and the sequestration has not been discharged, annulled or reduced;
- are subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- are subject to:
  - a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986;
  - a disqualification order under the Companies Directors Disqualification (Northern Ireland) Order 2002;
  - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002;
  - an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a county court administration order);
- have been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which they were responsible; or to which they were privy; or to which they contributed, or they facilitated by their conduct; or
- have been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body;
- are included in the list of people considered by the Secretary of State as unsuitable to work with children (under section 1 of the Protection of Children Act 1999);
- are subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);
- are subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008;



- are barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006;
- are disqualified from working with children under sections 28, 29, or 29A of the Criminal Justice and Court Services Act 2000;
- are disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care;
- are disqualified from registration under Part 3 of the Childcare Act 2006;
- have been convicted of any offence and received a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months (without the option of a fine) in the 5 years before or since becoming a governor;
- have been convicted of any offence and received a prison sentence of two and a half years or more in the 20 years before becoming a governor;
- have been convicted of any offence at any time and received a prison sentence of 5 years or more;
- have been convicted of an offence and sentenced to a fine under section 547 of EA 1996 (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992 (nuisance or disturbance on educational premise) during the 5 years prior to or since appointment or election as a governor;
- have refused a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997 for a criminal records certificate.



# Parent Governor Candidate Information Sheet

## 1. Introduction to the Role

Thank you for your interest in becoming a Parent Governor. Parent Governors play a vital role in shaping the strategic direction of the school and ensuring that the voice of parents contributes to strong, effective governance. The governing board works as a team to oversee the school's educational performance, financial stewardship, and long-term development.

Parent Governors share the same responsibilities as all other governors and are not representatives of the parent body but, rather, bring a parental perspective to the board's collective decision-making.

## 2. Eligibility

You can stand for election if you are a parent or carer of a registered pupil at the school. The term of office is **four years**, and the role is voluntary.

## 3. Skills and Experience

Governing boards should regularly review their skills profile and identify any areas where additional expertise would strengthen effective governance. Boards may express the skills they *ideally* seek from new governors, although the election must remain open to all eligible parents.

For this election, the governing board would particularly welcome candidates with skills in:

- Finance, budgeting or accountancy
- Business management or strategic planning
- Risk management or compliance
- Data analysis and performance monitoring

Please note: **you do not need to have these skills to stand**. All eligible parents are encouraged to apply.

## 4. What the Role Involves

Parent Governors are expected to:

- Attend full governing board meetings (usually 4–6 per year) and committee meetings as required
- Take part in monitoring activities relating to curriculum, finance, safeguarding or other areas depending on the board's needs
- Commit to training and ongoing professional development — something strongly encouraged in national governance guidance
- Maintain confidentiality and always act in the best interests of the school
- Work collaboratively and contribute constructively to discussions and decision-making

## 5. Time Commitment

The typical commitment includes:

- Governing board meetings throughout the year (approximately 6)
- Preparation time to read papers and reports



- Occasional training sessions, school visits, or monitoring activities
- Participation in email discussions and decision-making between meetings

Most governors find the role highly rewarding and an excellent way to support their child's school community.

## 6. Support and Training

New governors are fully supported. Training is available through:

- Local authority training programmes
- National Governance Association resources (if applicable)
- Induction delivered by the local authority
- Boards are encouraged to ensure governors are trained and confident in fulfilling their duties.

## 7. How to Stand for Election

- To be included in the election, please complete the nomination form and return it to the school office by **3.00 pm on Tuesday 24 February 2026**
- If the number of nominations exceeds the number of vacancies, all parents will be asked to vote in a secret ballot.

## 8. Further Information

- If you would like an informal conversation about the role or have questions before submitting your nomination, please contact **Mrs Barbara Trayer** at [chair@allertongrange.com](mailto:chair@allertongrange.com)



## PARENT GOVERNOR NOMINATION FORM

To the Headteacher, Allerton Grange School

I wish to nominate myself as a candidate to be a Parent Governor at the school

I am the parent/carer of ..... Form .....  
..... Form .....  
..... Form .....  
..... Form .....

Please **print** name and address. (This will not go out on the ballot forms)

**Name:** .....

**Address:** .....

**Email:** ..... **Tel** .....

### PERSONAL STATEMENT (in not more than 200 words)

Write a few lines about yourself. What you do and what your interests are will help other parents decide who to vote for. Below are a few suggestions of areas you may like to give information on.

- Experience you have which may be useful
- Family e.g. number of children, age(s)
- Interests e.g. voluntary work, hobbies
- Why you would like to be a governor
- Anything else you would like to say

Nominee personal statement (maximum 250 words):

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I confirm (i) that I am willing to stand for election as a parent governor and (ii) that I am not disqualified from holding office for any of the reasons set out in the qualifications and disqualifications sheet.

Nominee signature:

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Date:

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Completed nomination forms must be returned to **Mrs B Manfredi, Headteacher's PA/Clerk to the Governing Body**, or by email [chair@allertongrange.com](mailto:chair@allertongrange.com) ([link to nomination form](#)). It must be received no later than 3.00 pm on Tuesday 24 February 2026.